PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

ERRATUM: kindly note that the post of Candidate Construction Project Manager Ref No: CCPM/IDM/2019/03/33 (For Central-Office, Johannesburg) advertised in Public Service Vacancy Circular 10 dated 15 March 2019, the salary scale has been amended as follows: R585 366 - R621 291 per annum (All-inclusive package) The Department will determine the salary notch based on years of experience post registration as a Candidate. Kindly note that the post of Senior Manager Nursing (Level 3 Hospital) (for Chris Hani Baragwanath Academic Hospital) with Ref No: CHBAH 121 advertised in Public Service Vacancy Circular 11 dated 22 March 2019, The Directorate has been amended from Paediatrics and Child Health to Nursing Services. Kindly note the post of Middle Manager Financial Reporting with Ref No: MSD 2019/03/01 (for Medical Supplies Depot) Advertised in public service vacancy circular 10 dated 15 March 2019 has been withdrawn, enquiries Mr. K Kasumba Tel No: (011) 628 9141.

OTHER POSTS

POST 12/27 : DENTAL SPECIALIST/ SENIOR LECTURE GRADE 1/2/3
Directorate: Periodontics and Oral Medicine

SALARY : R1 051 368 – R1 744 191 per annum (All inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : The candidate must be in possession of the MChD (OMP) degree or equivalent qualification to allow registration with the HPCSA as a specialist in Oral Medicine and Periodontics. An excellent undergraduate and postgraduate academic achievement record as well as a special interest in Oral Medicine will be a recommendation. The candidate must have experience in undergraduate and postgraduate training in Oral Medicine and have published in this field.

DUTIES : The successful candidate will, in addition to service rendering pertaining to the specialty of Oral Medicine and Periodontics, be tasked with undergraduate and postgraduate teaching and the development of the Oral Medicine Curriculum. The successful candidate will also be expected to participate in the research activities of the Department. Departmental duties may be assigned to the candidate.

ENQUIRIES : Prof. JC Marnewick Tel No: 012 319 2426
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 12 April 2019

POST 12/28 : DENTAL SPECIALIST/ SENIOR LECTURER GRADE 1/2/3
Directorate: Prosthodontics

SALARY : R1 051 368 – R1 744 191 per annum (All inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist and a minimum of five (5) years’ experience as a specialist in this field. Candidates must have experience of teaching and training of undergraduate and postgraduate students in both crown and bridge work and removable prosthodontics. Particular skills and expertise with CAD/CAM technology and removable partial denture
design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field. Experience in management and administration. Recommendations: Any additional qualifications/ current study and supervision of research projects will be advantageous.

**DUTIES**

The successful candidate will be expected to carry out clinical and didactic teaching of undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of the final (fifth) year fixed / removable programme including preparation of lecture schedule, lecturing, setting and marking test, providing remediation, conducting continuous assessment by means of monitoring students clinical and academic performance, scheduling and delivery of partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking research.

**ENQUIRIES**

Prof. LM Sykes Tel No: 012 319 2681

**APPLICATIONS**

Quoting the relevant reference number. Direct applications must be delivered to Ms I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.

**NOTE**

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**CLOSING DATE**

12 April 2019

**POST 12/29**

MANAGER NURSING (LEVEL 3 HOSPITALS) REF NO: REF/003823

**Directorate:** Nursing

**SALARY**

R902 550 per annum (Plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice 425 i.e. (diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Proof of current registration. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level. Less one year from experience for candidates appointed from outside public service after complying with registration requirements. Must have sound management and communication skill, good interpersonal relations and be computer literate. Must be willing to work beyond the call of duty.

**DUTIES**

Lead and give direction to nursing services and overall control of quality patient care. To put systems in place to ensure that service delivery meet the required standards as laid down in the policies, procedures and strategic goal of the Gauteng Department of Health. Be conversant with Nursing Act, Mental Health Act and other legislative framework governing the nursing profession. Develop standard operating procedures for safe patient/ client care and monitor the implementation thereof. Be able to resolve personnel and client problems amicably. Collaborate with other team members in the hospital to identify actual and potential risks. Implement and ensure compliance to National Core Standards and Six key priorities within the areas of responsibility. Human resource development and management of personnel within areas of responsibility. Proactively identify continuing professional development (CPD). Ensure implementation of out and in-reach programs within the catchment and referral areas of the Institution. Assist with budget, Human resources and equipment management within area of responsibility. Participate in Research projects to improve the quality of care. Implement strategic plan for nurse education, training and practice. Monitor and report deliverology statistics. Participate actively in institutional engagements and contribute.
ENQUIRIES: Dr. Nkosi L.J, Tel No: (012) 529 3696
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s)
CLOSING DATE: 12 April 2019
POST 12/30: DEPUTY MANAGER NURSING (INTERNAL ASSESSMENT UNIT) REF NO: DMN/020/2019
Directorate: Quality Assurance
SALARY: R801 918 per annum (plus benefits)
CENTRE: Central Office- Johannesburg
REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration or Nursing education will be an added advantage. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC. Knowledge and understanding of National Core Standards/Regulated Norms and Standards, Policies and Acts. Computer literacy (i.e. Ms. Word, PowerPoint and Excel). Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in possession of a valid South African driver’s license.
DUTIES: Provide leadership within the Directorate in the implementation of the Departmental Strategic Plan and Annual Performance Plan (APP). Develop operational plans in line with the APP. Provide guidance in the process of self-assessments by coordinating, supporting the Health Establishments’ Managers on Quality issues, and staff to perform their duties in this regard. Utilize available resources to support the Health Establishments with self-assessments and the subsequent improvements required to ensure compliance. Support health establishment in development, implementation and monitoring of Quality Improvement Plans (QIPs). Support health establishments during OHSC inspections. Consolidate and submit provincial reports addressing the glaring gaps that have been identified during self-assessments and audits by OHSC. Orientate and train Managers in all health establishments on the National Core Standards/Regulated assessment tools and disseminate material to support implementation. Monitor progress of self-assessments, provide quarterly reviews, revisions, evaluations against the APP indicators through monthly submissions, quarterly and annual reports of performance of all the health establishments in the Province.
ENQUIRIES: Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za
NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful
candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

**CLOSING DATE**  :  12 April 2019

**POST 12/31**  :  **DEPUTY MANAGER NURSING (WAITING TIMES AND PROJECTS)** REF NO: DMN/021/2019

Directorate: Quality Assurance

**SALARY**  :  R801 918 per annum (plus benefits)

**CENTRE**  :  Central Office- Johannesburg

**REQUIREMENTS**  :  Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC. Knowledge and understanding of National Core Standards/Regulations Norms and Standards, Policies and Acts. Computer literacy (i.e. Ms Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in a possession of a valid South African driver’s license.

**DUTIES**  :  Provide leadership within the Directorate in the implementation of the Departmental Strategic Plan and Annual Performance Plan (APP). Develop operational plans in line with the APP. Provide guidance in the process of strengthening Quality Assurance programme of reducing waiting times in health establishments by coordinating and supporting the health Establishments’ Managers and staff to perform their duties in this regard. Support health establishments in development, implementation and monitoring of Quality Improvement Plans (QIPs) aimed at waiting times reduction. Coordinate queue management in the healthcare establishments. Train frontline workers in proper and effective queue management. Improve down referrals of appropriate patients from Central to Regional, District, CHCs and Clinics. Monitor compliance with standard of practice and conduct support visits to institutions to introduce corrective measures where gaps and variations have been identified. Identify and determine percentage of hospitals with OPD and Accident and Emergency Departments (P1, P2 and P3) waiting times below agreed benchmarks. Identify and determine percentage of hospitals with file collection and pharmacy waiting time below agreed benchmark of 120 minutes. Capacitate stakeholders with regards to project on care and management of integrated wounds including surgical operated wounds, pressure ulcers and hospital acquired burns. Conducting Peer reviews and workshops for the integrated wounds management.

**ENQUIRIES**  :  Ms. P. Ntamane, Tel No: 082 372 0549/063 685 9226
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

CLOSING DATE : 12 April 2019

POST 12/32 : REGISTRAR (X1 POST)
Directorate: Maxillo- Facial and Oral Surgery

SALARY : R780 612 – R816 264 per annum (All- inclusive package)

CENTRE : University of Pretoria Oral Health Centre

REQUIREMENTS : Registration with the HPCSA in the category Independent Practice as a Dentist, or Dentist and Medical Doctor. A postgraduate qualification in Oral Surgery, ALTS certification and Primary subjects passed (in accordance with the regulations of the College of Maxillofacial and Oral Surgery – CMSA) is mandatory. At least three (3) years’ experience after obtaining the tertiary qualification.

DUTIES : Training in Maxillo-Facial and Oral Surgery. Service delivery and patient care. Undergraduate and post-graduate clinical teaching. Research (output of master’s dissertation/ essay and at least one publication). Exercise control over all functions and personnel under his/ her supervision, in conjunction with the supervisor.

ENQUIRIES : Dr. S Naidoo Tel No: 012 319 2454/2232

APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by
the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**: 12 April 2019

**POST 12/33**: DENTIST/ LECTURER GRADE 1/2/3

Directorate: Prosthodontics

**SALARY**: R757 707 – R1 295 025 per annum (All inclusive package)

**CENTRE**: University of Pretoria Oral Health Centre

**REQUIREMENTS**: BChD or BDS degree, registration with HPCSA a dentist, and a minimum of five (5) years’ clinical practice. Candidates must have experience of teaching and training of undergraduate students in both crown and bridge work and removable prosthetics. Particular skills and expertise with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. Recommendations: A record of research experience and any additional qualifications. Current study will be advantageous.

**DUTIES**: The successful candidate will be expected to carry out clinical and didactic teaching to undergraduate students predominantly in fixed prostodontics, to coordinate and oversee all aspects of crown and bridge work including lecturing, staff rosters, clinical supervision, and setting and evaluation of the final clinical and theory examinations, rendering of treatment to patients, specific administrative duties as agreed upon with the Head of Department and undertaking research.

**ENQUIRIES**: Prof. LM Sykes Tel No: 012 319 2681

**APPLICATIONS**: Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to Ms I Swart PO Box 1266, Pretoria, 0001.

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**CLOSING DATE**: 12 April 2019

**POST 12/34**: DEPUTY DIRECTOR: REGIONAL TRAINING CENTRE REF NO: DDRTC/022/2019 (X3 POSTS)

Directorate: Professional Development

**SALARY**: R697 011 per annum (plus benefits)

**CENTRE**: Regional Training Centre (JHB Metro District/ Westrand, Ekurhuleni/Sedibeng and Tshwane)

**REQUIREMENTS**: A 3 to 4-year Degree/Diploma in any Human Sciences Fields. Additional qualification in Education and Human Resources Management. 5-year experience in the Training and development as middle manager (level 9 or 10). Registration with the relevant statutory council as a professional. Knowledge of Health Sciences environment and legislation applicable to Public Health. Ability to develop curricula. Experience in the field of HIV, AIDS, STI and TB, MCWYH, NCD and Primary Mental Health. Competencies needed: Good Communication (Written, Verbal, Presentation and negotiation) skills. Ability to supervise, mentor and manage team. Knowledge in Project, Financial, Risk and Procurement. Ability to function independently. Knowledge of PFMA. Knowledge of curriculum development, policy development and application. Proficient in computer skills in particular Excel, Word, Power Point and Outlook, (candidate will be subjected to computer skills test). Valid driver’s license and ability to drive. Knowledge of policy development and application. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet time frames set for submission of training.

**DUTIES**
- Overall Management of the RTC. Responsible for the performance of the development of the RTC Business Plan. Objectives. Align, plan, coordinate, manage monitor and evaluate the Regional Training Centre related activities of the Professional Development Sub Directorate in response to the identified needs to meet the goals of the Department. Develop and manage systems for internal financial control and procurement systems for the RTC in line with departmental procedures. Advise on curriculum development, manage accreditation of the new training programmes and skills programmes for mid-level workers. Management of Personnel. Liaise with Higher Education Institutions and School of Public Health on National and Provincial priority health projects. Develop tools for monitoring and evaluation of training programmes. Compile skills audits and training needs analysis reports. Compile training information and statistics reports monthly, quarterly and annually.

**ENQUIRIES**
Ms MH Lawrence Tel No: 079 881 5720

**APPLICATIONS**
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

**NOTE**
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**CLOSING DATE**
12 April 2019

**POST 12/35**
- **DEPUTY DIRECTOR: PRIMARY HEALTH CARE RE-ENGINEERING (CHWS, WBOTS AND EPWP) PROVINCIAL COORDINATOR REF NO: DDPHC/023/2019**
  Directorate: District Health Services

**SALARY**
R697 011 per annum (All-inclusive package)
CENTRE : Central Office - Johannesburg

REQUIREMENTS : Degree or National Diploma in Health or Social Science. A minimum of 5 years' credible relevant experience working in District Health Services Primary Health Care or HAST. Extensive knowledge of Expanded Public Works Programme (EPWP), Community Health Workers Programme (CHWP), and Ward based Outreach Teams (WBOT) and Training. Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework. Project Management, research, and analytical skills. A valid driver’s license. Ability to function independently. Computer literacy and proficiency in Microsoft Office in particular Word and PowerPoint. Coordination, problem solving and negotiations skills. Good written and verbal communication skills. A high level of diligence and commitment in ensuring that all duties are performed within timeframes and that outputs are of quality standard. Strong leadership and supervisory skills. Sound knowledge of Public Service policies and guidelines including Code of conduct. Registration with a Professional Body will be an added advantage.

DUTIES : Coordinate the implementation of the EPWP/ CHWP and WBOT in the Province. Lead the EPWP social sector and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBOT. Manage and Supervise the EPWP and WBOT Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant's career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.

ENQUIRIES : Mrs. F. Kgatoke Tel No: (011) 355-3217

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

CLOSING DATE : 12 April 2019
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<tr>
<th>POST 12/36</th>
<th>DEPUTY DIRECTOR: TRANSFER PAYMENTS REF NO: DDTP/024/2019</th>
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<tr>
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<td>Directorate: Budget Management (Transfer Payments)</td>
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<tr>
<td>SALARY</td>
<td>R697 011 per annum (plus benefits)</td>
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<td>CENTRE</td>
<td>Central Office</td>
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<td>DUTIES</td>
<td>Review and update Memorandums of Agreements (MOAs)/ Service Level Agreements (SLAs). Update transfers budget on database for MTEF and adjustment. Compile gazetting information on transfers to municipalities. Analyze quarterly expenditure reports from funded entities for compliance. Clear misallocations. Manage financial monitoring and support of funded NPOs. Perform monitoring visits to funded NPOs and entities. Authorize payments to funded/contracted NPOs and other entities. Coordinate Transfer Certificates. Monitor the implementation of the findings and recommendations of the AG. Respond to AG queries. Attend quarterly Grant Management meetings. Check and authorize monthly Annexures to Interim Annual Financial Statements (IAFS).</td>
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<td>ENQUIRIES</td>
<td>Ms S Masemola at 0713844593</td>
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<tr>
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CLOSING DATE : 12 April 2019

POST 12/37 : PRODUCTION PHARMACIST REF NO: KPHT/05/19
Directorate: Pharmacy Department

SALARY : R655 980 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12, B Pharm qualifications. Registration with SA Pharmacy Council as a Pharmacist. Skills: Excellent communication and information skills, team builder, basic administrative and computer skills, training skills, counselling skills, Research, development and Statistical analysis skills, supervisory/ motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, Monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource management and staff relation. Appropriate clinical and theoretical knowledge.

DUTIES : Keep surveillance on medicine consumption in the department. Supervise, Coordinate all administrative functions of the department. Dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget for the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both hospital and drug availability and avoid wasteful and fruitless expenditure. Support the Pharmacy Manager in effective administration of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure, Observe all Batho Pele principles.

ENQUIRIES : Ms. TM Sono Tel No: (012) 318-6839

APPLICATIONS : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 12 April 2019
POST 12/38 : ASSISTANT MANAGER NURSING (SPECIALTY) PNB-4 CRITICAL CARE REF NO: REFS/003822 (X1 POST)
 Directorate: Nursing

SALARY : R581 826 per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A 1 year post basic nursing qualification in Nursing Administration. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of appropriate/recognizable experience in the specialty area after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team(unit) in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Implement and ensure compliance to National Core Standards.

ENQUIRIES : Dr. Nkosi L.J Tel No: (012) 529 3696
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE : 12 April 2019

POST 12/39 : AREA MANAGER: PNA-7 REF NO: REFS/003820 (X1 POST)
 Directorate: Nursing

SALARY : R581 826 per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification i.e Diploma/Degree in Nursing qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration with SANC. A minimum of 8 years recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience at management level.

DUTIES : Demonstrate an in-depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National Core Standards, develop and implement quality improvement plan where gaps were identified. Work effectively and amicably at management level with persons of diverse intellectual ability. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at institutional level. Able to promote an environment that encourages the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management Policies and Practices. Must have Basic Computer Skills. Demonstrate basic understanding of the legislative framework governing the public service – must be prepared to work shifts including to rotate and relieve on night duty.
ENQUIRIES : Dr. Nkosi L.J Tel No: (012) 529 3696
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
CLOSING DATE : 12 April 2019
POST 12/40 : OPERATIONAL MANAGER (SPECIALTY) PNB3: INTENSIVE NURSING SCIENCE (CRITICAL CARE) REF NO: REFS/003817 (X1 POST)
Directorate: Nursing
SALARY : R532 449 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
DUTIES : Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets. Encourage self-development among subordinates.
ENQUIRIES : Dr. Nkosi L.J Tel No: (012) 529 3696
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
CLOSING DATE : 12 April 2019
POST 12/41 : OPERATIONAL MANAGER (SPECIALTY) PNB3: ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: REFS/003819 (X2 POSTS)
Directorate: Nursing
SALARY : R532 449 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after
registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets.

**ENQUIRIES**

Dr. Nkosi L.J Tel No: (012) 529 3696

**APPLICATIONS**

can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**

Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

**CLOSING DATE**

12 April 2019

**POST 12/42**

OPERATIONAL MANAGER (SPECIALTY) PNB3: CHILD/PAEDS/NEONATAL NURSING SCIENCE REF NO: REFS/003821 (X1 POST)

Directorate: Nursing

**SALARY**

R532 449 per annum (plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets.

**ENQUIRIES**

Dr. Nkosi L.J Tel No: (012) 529 3696
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s).

CLOSING DATE: 12 April 2019

POST 12/43: OPERATIONAL MANAGER (SPECIALTY): PNB3- TRAUMA AND NURSING
SCIENCE REF NO: REFS/003812 (X1 POST)
Directorate: Nursing

SALARY: R532 449 per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as a Professional Nurse. Proof of current registration as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Post quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Be able to manage an Accident and Emergency unit effectively. Allocate staff and monitor competencies to improve needs of patients. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be able to work shifts including rotation and relieving night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets.

ENQUIRIES: Dr. Nkosi L.J Tel No: (012) 529 3696
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s).

CLOSING DATE: 12 April 2019

POST 12/44: ASSISTANT MANAGER NURSING- PNA-7 (INFECTION PREVENTION AND
CONTROL) REF NO: AMN/026/2019
Directorate: Quality Assurance

SALARY: R532 499 per annum (plus benefits)
CENTRE: Central Office- Johannesburg
REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be
appropriate/recognizable experience at management level in Infection Prevention and Control department. Current registration with SANC. Knowledge and understanding of Nursing and OHS regulations, policies and Acts. Computer literacy (i.e. Ms. Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Qualification in Infection Prevention and Control will be an added advantage.


**ENQUIRIES**
Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226

**APPLICATIONS**
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

**NOTE**
Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

**CLOSING DATE**: 12 April 2019
POST 12/45  :  ASSISTANT MANAGER NURSING- PNA-7 (CUSTOMER CARE) REF NO: AMNCC/027/2019
Directorate: Quality Assurance

SALARY  :  R532 499 per annum (plus benefits)
CENTRE  :  Central Office- Johannesburg
REQUIREMENTS  :  Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration or Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level in Customer Care. Current registration with SANC. Knowledge and understanding of Complaints Management Guidelines and Health regulations, policies and Acts. Computer literacy (i.e.MS Word, PowerPoint and Excel).Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in a possession of a valid South African driver’s license.


ENQUIRIES  :  Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226
APPLICATIONS  :  The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE  :  Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to
have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

**CLOSING DATE**: 12 April 2019

**POST 12/46**: ASSISTANT MANAGER AREA PRIVATE LICENSING OFFICE REF NO: AMAPL/028/2019

**Directorate Quality Assurance**

**SALARY**: R532 449 per annum

**CENTRE**: Central Office- Johannesburg

**REQUIREMENTS**: A three-year health related tertiary qualification. Five (5) to ten (10) years’ experience in the Health Sector, computer literacy managerial skills. Written and verbal communication skills. Applicants must be able to work and react calmly under pressure and be able to meet set deadlines. Extensive travelling within the Gauteng province, therefore a valid driver’s license is required.

**DUTIES**: Assist in the development of policy frameworks, norms and standards according to legal requirements. Develop guidelines for the implementation of policy, norms, standards and procedures. Provide a comprehensive technical advisory service to the Department on any matters relating to the adjudication and licensing of private health establishments. Provide a technical support service to the appeals committee of the department when necessary. Conduct periodical inspections in private health establishments to ensure compliance with norms and standards. Assist in the evaluation of applications for private health establishment’s. ensure applications are processed within acceptable time frames and that all documentation is ready for the adjudication committee. Assist in the co-ordination of the activities of the Directorate. Assist in the development and continuous improvement of monitoring and data collection tools with regards to all aspects of private health facilities audits and licensing. Perform any other relevant tasks as delegated by the Department.

**ENQUIRIES**: Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226

**APPLICATIONS**: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

**NOTE**: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been
contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

**CLOSING DATE**: 12 April 2019

**POST 12/47**: OPERATIONAL MANAGER(GENERAL): PNA-5 REF NO: REFS/003815 (X4 POSTS)
Directorate: Nursing

**SALARY**: R420 318 per annum (Plus benefits)

**CENTRE**: Dr. George Mukhari Academic Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Proof of current registration. A post basic nursing qualification with a duration of at least 1 year accredited with SANC. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside public service after complying with registration requirements).

**DUTIES**: Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Able to manage own work time and that of subordinate to ensure proper nursing service in the units. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisors, junior colleagues and other health professionals including more complex report writing when required. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including to rotate and relieve on night duty.

**ENQUIRIES**: Dr. Nkosi L.J Tel No: (012) 529 3696

**APPLICATIONS**: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

**CLOSING DATE**: 12 April 2019

**POST 12/48**: OPERATIONAL MANAGER (GENERAL): PNA5- NIGHT DUTY REF NO: REFS/003816 (X1 POST)
Directorate: Nursing

**SALARY**: R420 318 per annum (Plus benefits)

**CENTRE**: Dr. George Mukhari Academic Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Proof of current registration. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
DUTIES:
Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice at night by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, junior colleagues and other health professionals including more complex report writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, a ta supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Be able to manage own work, time, and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Promote achievement of National Core Standards targets.

ENQUIRIES:
Dr. Nkosi L.J Tel No: (012) 529 3696

APPLICATIONS:
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE:
Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE:
12 April 2019

POST 12/49:
PNA5 OPERATIONAL MANAGER GENERAL REF NO: KPHT/04/19
Directorate: General Wards

SALARY:
R420 318 – R473 067 per annum (plus benefits)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
Grade 12 or equivalent NQF/ Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Diploma in Nursing Management and Education will be an added advantage, a priority will be given to professional nurses with Nursing Management/Administration. Current registration with the South African Nursing Council (SANC) 2019. Proof of service record certificate. Extensive experience in inpatient management. Computer literate (MS Excel, MS Outlook, MS Word, MS PowerPoint). Drivers license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to Nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Adverse events management. Complaints management. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Team player, Supportive, Assertive. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of National Core Standards. Ability to interact with diverse stakeholders and givers, good communication skills/verbal and written, report writing skills, co-ordination skills, Problem solving skills, adverse events management and complaints management.

DUTIES:
Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Provide relevant health information to health care users to assist on achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake
holders (i.e. inter-professional, intersectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES: Ms. M.V. Mathabatha Tel No: (012) 318-6622

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 12 April 2019
POST 12/50: CLINICAL PROGRAMME COORDINATOR REF NO: CPC/025/2019 (X4 POSTS)
Directorate: Professional Development

SALARY: R420 318 per annum (plus benefits)
CENTRE: Regional Training Centre (JHB Metro District/Westrand, Ekurhuleni/Sedibeng and Tshwane)
REQUIREMENTS: A 3 to 4-year Degree/Diploma in any Human Sciences Fields. Additional qualification in Education. Five 5 years’ experience in clinical field of HIV, AIDS, STI and TB and/ or Maternal, Neonatal, Child health (MCWYH, NCD and/or Primary Health Care Services. Registration as an ETDP and Assessor; possession of post basic diploma in Advance midwifery; trauma and emergency nursing science and neonatal nursing science will be an added advantage. Current registration with SANC. Ability to develop curricula. Competencies needed: Good Communication (Written, Verbal, Presentation and negotiation) skills. Proficient in computer skills in particular Excel, Word, Power Point and Outlook, (candidate will be subjected to computer skills test). Valid driver’s license and ability to drive. Knowledge of policy development and application. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet time frames set. An independent critical thinker. Recommendations: Experience in the field of training, Education and mentorship / Development. Research skills. Knowledge of Human Resource Development Legislations. Ability to work under pressure and meet set deadlines.

DUTIES: Support the performance of the RTC Objectives. Plan, organize and monitor all education, training and development activities for the RTC. Conduct skills audits
and training needs analysis. Develop annual training plans /calendar for RTC. Liaise with subject matter experts and specialists in the Department. Curriculum development for skills programs and qualifications, standardization and accreditation of all training programmes in order to meet the requirements set by the National Department of Health and accrediting bodies. Conduct /facilitate of training programmes for the RTC. Managing training information and statistics by compiling monthly, quarterly and annual reports. Compile training information and statistics reports monthly, quarterly and annually.

ENQUIRIES
Ms MH Lawrence Tel No: 079 881 5720

APPLICATIONS
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE
Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

CLOSING DATE
12 April 2019

POST 12/51
CHIEF DIETITIAN GRADE 1 REF NO: STDH/0001
Directorate: Allied Health Services

SALARY
R440 982 – R489 429 per annum plus benefits

CENTRE
Sizwe Tropical Disease Hospital

REQUIREMENTS
Qualified Dietitian (B / B Sc Dietetics) and currently be registered with the HPCSA. Minimum of at least four (4) years working experience after community service. Supervisory experience will be an added advantage. Current registration with Health Profession Council of South Africa (HPCSA) as an independent Dietitian. Good knowledge of public service legislation and Department of Health and the Dietetics Profession legislation, policies and guidelines. Knowledge of Quality Assurance and National Core Standards. Extensive experience in the hospital / health care setting. Working experience in a TB (MDR & XDR) environment will be an added advantage. Sound knowledge of dietetics principles including nutritional assessment, analysis, intervention, monitoring and evaluation. Monitoring and
evaluation and comprehensive knowledge of community-based rehabilitation. Sound knowledge of general clinical nutritional management. Sound knowledge of nutrition for people with HIV/AIDS and TB. Knowledge in monitoring and evaluation of the CCMT programme. A valid driver’s license. Communication Skills, sound written and verbal communication skills. Good interpersonal and team building skills. Skills in research methods. Ability to work under pressure and independently. Time management skills. Basic computer literacy in MS Word and MS Excel.

**DUTIES**

Reports to the Allied Manager. Manage the overall Dietetics Department in terms of supervision. Monitoring & Evaluation and Performance Management Development System in accordance with Departmental policy. Provide dietetic services to patients referred from in and out of the hospital and carry a patient case load as required. Participate in the Tuberculosis rehabilitation programmes of the hospital and associated districts. Strategically coordinate and delegate the departmental activities and resources to achieve maximum productivity. Provide nutritional counseling and support to all patients with emphasis on nutrition assessment, planning, implementation and evaluation. To monitor, evaluate and follow-up patients receiving nutritional intervention. To train staff and patients on nutritional related issues and to ensure the smooth running of the department. Provide input into compilation of the strategic and operational plans of the department and hospital. Ensure the hospital has adequate supplies of supplements and to manage the supplements per the supply chain management and stock control principles. To manage, plan, coordinate departmental functions including report writing (monthly and annual) and collation of daily and monthly statistics. To contribute towards quality improvement within the institution and Dietetics Department. Represent the hospital at various internal and external management forums.

**ENQUIRIES**

Mr. LJ Mopeli Tel No: (011) 531 4488/4462

**APPLICATIONS**

Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE**

To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV)

**CLOSING DATE**

12 April 2019

**POST 12/52**

LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE (X1 POST)

Directorate: Nursing College

**SALARY**

PND1: R362 559 – R420 318 per annum (plus benefits)
PND2: R445 917 – R581 826 per annum (plus benefits)

**CENTRE**

Rahima Moosa Campus

**REQUIREMENTS**

PND1 minimum of 4 years appropriate/recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Oncology Nursing Science, Registered with SANC as a General Nurse and Midwife, Diploma in Oncology Nursing Science, with a track record of transferability of the post applied. A code 8 drivers’ license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

**DUTIES**

The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.

**ENQUIRIES**

Mrs. N. Buthelezi Tel No: (011) 247-3304-3300
APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag X116 Melville 2109, Human Resource Department.

CLOSING DATE : 12 April 2019

POST 12/53 : LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE (X1 POST)
Directorate: Nursing College

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits)
PND2: R445 917 – R581 826 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Ophthalmology Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Ophthalmology Nursing Science with a track record of transferability of the post applied for. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

DUTIES : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record-keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.

ENQUIRIES : Mrs. N. Buthelezi Tel No: (011) 247-3304-3300
Mr. A.T Tsoke Tel No: (011) 247 3321 3300

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag X116 Melville 2109, Human Resource Department.

CLOSING DATE : 12 April 2019

POST 12/54 : LECTURER/STUDENT COUNSELLOR (X1 POST)
Directorate: Nursing Services

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits)
PND2: R445 917 – R581 826 per annum (plus benefits)

CENTRE : Rahima Moosa Nursing College

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice 425 (i.e. diploma/degree in Nursing) or equivalent that allows registration with the SANC: General Nursing Science and Midwifery/ Community/ Psychiatric Nursing Science. Post basic qualification in Nursing Education registered with SANC. A minimum of 4 years appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. A minimum of 3 years' experience as a Lecturer. Master’s in nursing will be added as an advantage or intending to study master’s attach a motivation letter. A valid Code 8 manual driver’s license. Sound communication, counselling, report writing and presentation skills. Good computer skills (Ms. Word, PowerPoint and Excel). The ability to work in a team and under pressure. Successful candidate will be subjected to Medical surveillance.

DUTIES : The successful candidate will be responsible for; amongst others, the following specific tasks: Plan, implement and manage learner counselling and support program. Implementation of life and study skills for learners. Assessment and referral of individual learners with personal problems. Promotion of general welfare, personal and professional development of learners. Support and guidance
of Student Representative Council and class representative. Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Provide counselling and support to academic and administrative staff in emergencies. Assist with the provision of employee wellness service. Plan, implement and manage the provision of the English program. Policy development, review and evaluation. Continuing education in Student Counselling and Nursing Education.

ENQUIRIES : Mrs. J. Gassiep Tel No:(011) 247-3300
APPLICATIONS : Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Private Bag x116 Melville 2109 Human Resource Department.
NOTE : All applications must be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV) certified ID copy and driver’s license.
CLOSING DATE : 12 April 2019
POST 12/55 : ASSISTANT DIRECTOR: PRIVATE LICENSING REF NO: ADPL/029/2019
Directorate: Quality Assurance

SALARY : R356 289 per annum
CENTRE : Central Office- Johannesburg
REQUIREMENTS : Five (5) to ten (10) years’ experience in the Health Sector in the Health Sector, computer literacy, supervisory skills, written and verbal communication skills. Applicants must be able to work and react calmly under pressure and be able to meet set deadlines. Extensive travelling within the Gauteng province, therefore a valid driver’s license is required.

DUTIES : Conduct periodical inspection in Private Health establishments to ensure compliance with norms and standards. Assist in the development of policy frameworks, norms and standards according to legal requirements. Develop guidelines for the implementation of policy, norms, standards and procedures. Provide a comprehensive technical advisory service to the Department on any matters relating to the adjudication and licensing of private health establishments. Provide a technical support service to the appeals committee of the department when necessary. Assist in the evaluation of application for private health establishments. Ensure applications are processed within acceptable time frames and that all documentations is ready for the adjudication committee. Assist in the development and continuous improvement of monitoring and data collection tools with regards to all aspects of private health facilities audits and licensing perform any other relevant tasks as delegated by the Department.

ENQUIRIES : Ms. P. Ntamane Tel No: 082 372 0549/063 685 9226
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za
NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the
names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

**CLOSING DATE** : 12 April 2019

**POST 12/56** : ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: ADDM/030/2019 (X1 POST)

Directorate: Supply Chain Management

**SALARY** : R356 289 per annum (Plus Benefits)

**CENTRE** : Central Office


**DUTIES** : To lead a team that renders demand management. To conduct needs analysis and industry analysis (benchmarking) for the Gauteng Department of Health to ensure value for money. To compile a Demand Management Plan and Annual Procurement Plan. Compile reports on the Demand Management Plan and Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Co-ordinate Bid Specification Committee meetings. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES** : Ms Paramas Govender Tel No: (010) 345 4001

**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic
competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

CLOSING DATE
12 April 2019

POST 12/57
ASSISTANT DIRECTOR: PAYMENTS TRANSFER REF NO: ADTP/031/2019
Directorate: Supply Chain Management

SALARY
R356 289 per annum (Plus Benefits)

CENTRE
Central Office

REQUIREMENTS

DUTIES
Monitor funded NPOs for compliance to the MOAs/SLAs. Do financial monitoring of funded NPOs/NPIs through visits to enforce compliance. Analyse financial information of the NPOs/NPIs (AFS, monthly expenditure reports). Train funded NPOs and Other Entities on financial management and reporting. Do support visits to funded NPOs/NPIs. Check and authorize payments to NPOs/NPIs and Other Entities. Attend to AG queries. Attend quarterly Grant Management meetings. Receive and keep record of Transfer Certificates. Implement findings and recommendations of the AG. Clear misallocations. Compile monthly Annexures to Interim Annual Financial Statements (IAFS).

ENQUIRIES
Ms S Masemola at 0713844593

APPLICATIONS
The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107 or apply online by visiting www.gautengonline.gov.za

NOTE
Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to
declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE: 12 April 2019

POST 12/58: IT TECHNICIAN (ADMINISTRATION CLERK)
Directorate: IT Department

SALARY: R163 563 per annum (Level 05) (plus benefits)
CENTRE: Rahima Moosa Nursing College
REQUIREMENTS: Grade 12 with a relevant IT Diploma and 1-year relevant IT experience or A+, N+ with 2 years relevant IT experience. MCSA or MCSE will be advantageous, Knowledge and experience in Desktop, LAN and WAN support, experience in supporting BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure, be client orientated and customer focused. Have good problem solving and analytical skills, knowledge of telephones will be an added advantage. Good written and verbal communication and planning skills also required as well as a good attendance profile. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel).

DUTIES: The successful candidate will be responsible for implementing, managing and constantly monitoring all information and communication technology equipment e.g. computers, telephones, laptops, printers and processes etc.; the continuous functioning of the LAN and WAN, to resolve connectivity, provide technical support and maintain desktop and other hardware for all users in the department, perform network troubleshooting and support, install computer hardware, software and configure network devices, internet and email accounts for all users in the College, attend to end-user queries and provide 1st line support, ensure network connectivity of transversal systems i.e. BAS, SAP, PERSAL, and SRM. Audit all information technology equipment. Assist with communication between staff and students e.g. emails. Record keeping, assist with provision of specifications for (IT) information technology equipment. Assist with ICT strategy including the design and implementation of an effective system. Manage overall ICT systems security and disaster recovery. Support and monitor effective utilization of Interactive boards.

ENQUIRIES: Mr. J Machaba Tel No: (011) 247-3345-3300
APPLICATIONS: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag X116, Melville.
CLOSING DATE: 12 April 2019

POST 12/59: SECRETARY
Directorate: Administration and Support Service

SALARY: R163 563 per annum (plus benefits)
CENTRE: Rahima Moosa Campus
REQUIREMENTS: A Grade 12 with a minimum of 1-2 years’ experience as a secretary. Diploma in Office administration. Proof of computer literacy is required: Computer literacy
Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.

**DUTIES**
- Making and receiving telephone calls, typing of letters, memos and taking accurate minutes.
- Managing the diaries of responsible manager(s).
- Plan and organize meetings.
- Plan, organize and manage events.
- Ensure office is equipped with necessary needs and stationery.
- Manage enquiries.
- Develop and implement an efficient filing system.
- Writing reports.

**ENQUIRIES**
Ms. J. Gassiep Tel No: (011) 247-3300/02

**APPLICATIONS**
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
12 April 2019

**POST 12/60**
FINANCIAL CLERK REF NO: HRM 21/2019
Directorate: Finance Management

**SALARY**
R163 563 per annum plus benefits

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
- Grade 12 certificate (National Diploma will be an added advantage) and the following key competencies.
  - Knowledge of Accounting and Basic Accounting System (BAS) MEDCOM and understanding of PFMA, Treasury Regulations.
  - Computer Literacy (spreadsheets techniques) and numeracy, ability to use Excel and communicate at all levels.
  - Customer Service, experience in client liaison and telephone etiquette as well as good communication skills.

**DUTIES**
- The successful candidate will be expected to perform all offices related tasks. This comprises to raise patient's invoices be familiar with ICD10 code, IOD, RAF, Defence, SAPS and Correctional Services. Making follow ups of outstanding debts, writing-off of long outstanding untraceable debts and submission of patient’s accounts to different stakeholders.

**ENQUIRIES**
Ms. E Rambubuda/ Ms. A Mukhithi Tel No: (012) 354 1790/1131

**APPLICATIONS**
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**
12 April 2019

**POST 12/61**
CLEANING SUPERVISOR REF NO: STDH/0002
Directorate: Support Services

**SALARY**
R136 800 – R161 148 per annum plus benefits

**CENTRE**
Sizwe Tropical Disease Hospital

**REQUIREMENTS**
- Abet level 4/ Grade 12 Certificate or equivalent. Three (3) years cleaning experience in hospital environment. Must be computer literate. Knowledge of cleaning procedures, health and safety requirements, basic records keeping and understanding of applying or using cleaning chemicals correctly (dilution/mix).
- Have Communication, interpersonal, problem solving and conflict resolution and Administrative skills.

**DUTIES**
- Daily inspection to ensure hygiene and cleanliness, supervise cleaning staff and provide training, delegation of duties and control of cleaning materials. Asses and evaluate the performance of cleaners (PMDS).
- Effectively manage and control cleaning equipment.
- Order, receive and issue cleaning materials.
- Monitor the condition and availability of cleaning materials.
- Communicate with all stakeholders, Adhered to infection control. Knowledge of six priorities of minister and to carry lawful instructions given by an authorized person.

**ENQUIRIES**
Mr LK Moatshe Tel No: (011) 531 - 4311/4310
### POST 12/62: DRIVER / MESSENGER

**Directorate:** Transport Department

**SALARY:** R136 800 per annum (Level 04) (plus benefits)

**CENTRE:** Rahima Moosa Nursing College

**REQUIREMENTS:**
- Minimum qualification of Grade 10 or Standard 8 or Level 4 ABET qualification. Must have a valid minimum ECI (Code 10) driver’s license with two (2) or more years’ experience as a driver. Must be in possession of a recent PDP (renewed).
- Basic literacy and basic numeracy skills. Good command of English language.
- Ability to work under pressure. Sound Interpersonal relations.

**DUTIES:**
- Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a messenger. Take vehicles to dealers for service and repairs; provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy.
- Ensure that all relevant documents are recorded and maintained according to legislative prescripts.

**ENQUIRIES:**
- Mr. C Molokwane
- Tel No: (011) 247-3351

**APPLICATIONS:**
- All applications must be delivered to: Rahima Moosa Nursing College, Gate 4 Corner fuel & Riversdale Road Coronationville, Post Private Bag X116 Melville 2109. Human Resource Department.

**CLOSING DATE:** 12 April 2019

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### POST 12/63: FOOD SERVICE AID (X1 POST)

**Directorate:** Support Service

**SALARY:** R96 549 per annum (Plus benefits)

**CENTRE:** Rahima Moosa Campus

**REQUIREMENTS:**
- Grade 10 or Level 04 ABET Certificate. Basic literacy and basic numeracy skills. Ability to perform routine tasks, Ability to operate kitchen equipment and machinery. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.

**DUTIES:**
- Perform routine tasks and operate kitchen machinery. Perform all tasks related to operation, cooking and serving of food to staff, students and visitors. Cleaning of kitchen and boardroom cupboards and fridges, washing of cutlery, crockery and relevant linen. Apply hygiene procedures in the food service unit. Control of food production in the kitchen. Ordering of supplies, control of storage and issuing thereof. General management of food service unit equipment, crockery and stores. Do all general work allocated by the supervisor.

**ENQUIRIES:**
- Mr. A.T Tsoke
- Tel No: (011) 247 3321 3300

**APPLICATIONS:**
- All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag X116, Melville, 2109 or apply online at: www.gautengonline.gov.za

**CLOSING DATE:** 12 April 2019

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### POST 12/64: LAUNDRY WORKER REF NO: STDH0003

**Directorate:** Support Services

**SALARY:** R96 549 – R113 730 per annum plus benefits

**CENTRE:** Sizwe Tropical Disease Hospital

**REQUIREMENTS:**
- ABET Level 4/Grade 12 certificate or equivalent. Certificate in seamstress and sewing skills will be an added advantage. Have good communication and writing skills.

**DUTIES:**
- Collecting and delivering dirty and clean linen from and to the wards. Loading and off-loading of linen. Counting and sorting of linen. Adhered to infection control. Washing and drying of clothes and blankets. Communicate with all stakeholders.
Repair of linen, participate in bi-annual stock taking and to carry lawful instructions given by an authorized person.

**ENQUIRIES** : Mr. AM Masuluke Tel No: 011 531 - 4353

**APPLICATIONS** : must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE** : To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).

**CLOSING DATE** : 12 April 2019

**PROVINCIAL TREASURY**

*It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*

**APPLICATIONS** :
Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE** : 12 April 2019

**NOTE** :
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please use Circular post number as a reference number.

**OTHER POST**

**POST 12/65** : ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT

Directorate: Corporate Services

**SALARY** : R356 289 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant 3-year tertiary qualification, e.g. National Diploma/ Degree in Human Resource Management. 3 – 5 years’ experience in the PMDS environment as an administrator.
**DUTIES**: Coordinate and facilitate the GPT Induction. Coordinate and facilitate PMDS training sessions. Implementation of PMDS systems, policies, frameworks and directives. Coordinate the departmental Moderation Committees and Assessment appeals panels. Facilitate the payment of performance incentives. Prepare PMDS reports and manage the data system. Represent the Department in Provincial PMDS forum. Serve as an advisory capacity on PMDS matters.

**ENQUIRIES**: Ms. Baleseng Sedibe Tel No: (011) 227 9000

**DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS**: to be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107.

**CLOSING DATE**: 12 April 2019

**NOTE**: Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver’s license copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions will be rectified. The Department reserves the right not to fill the position(s). Shortlisted candidates will be subject to pre-employment screening (vetting). Candidates will be required to undertake a competency assessment as per the Department of Public Service and Administration requirements including security clearance with the Social Security Administration. Candidates will also be required to write a test on the post requirements as part of the short-listing process.

**MANAGEMENT ECHELON**

**POST 12/66**: DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: REFS/003801

Branch: gFleet

Directorate: Financial and Management Accounting

**SALARY**: R1 005 063 (An all-inclusive remuneration package). The package includes a basic salary (70% of package), a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE**: Bedfordview (Gauteng) Johannesburg

**REQUIREMENTS**: Undergraduate qualification (NQF level 7) in Finance as recognized by SAQA. 5 years’ relevant experience in middle managerial level (MMS). Experience in the Public Service and Registration with the Institute of Professional Accountant, will be an added advantage. In-depth knowledge of the Public Finance Management Act 1 of 1999 as amended, the Treasury Regulations, Preferential Procurement Policy Framework Act, B-BBEE Act Supply Chain Management Policies and other related Public Sector related regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards application to the Public Sector, Generally Recognized Accounting Practice (GRAP), International Public Sector Accounting Standards (IPSAS) AND International Financial Reporting Standards (IFRS). A self-motivated professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong finance acumen. Strong computer literacy skills. (SAP, MS excel, MS word, Pastel, etc.). Sound interpersonal relation. Effective communication skills (both written verbal). Problem-solving. Negotiation, decision making analytical skills. Strong ethical conduct. Valid driver's license.

**DUTIES**: Provide effective financial accounting, management accounting, assets management, internal control and Supply Chain Management Functions. Establish and maintain Internal Control systems. Develop and implement effective debtors and revenue management systems. Develop and implement effective payment systems. Handle all internal and external auditor’s queries. Develop, implement and monitor Risk Management strategies, policies and procedure. Manager the resources of the directorate. Ensure effective management of g-FleeT's assets. Establish and appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement and transparent financial accounting system.

**ENQUIRIES**: Mr. Mbasa A. Ngumla Tel No: (011) 372 - 8600/8650
POST 12/67 : DIRECTOR: FLEET MAINTENANCE REF NO: REFS/003803
Branch: gFleet
Directorate: Fleet Maintenance

SALARY : R1 005 063 (An all-inclusive remuneration package). The package includes a basic salary (70% of package), a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bedfordview (Gauteng) Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Trade Test Diploma and National Technical Diploma (NQF6) in Mechanical/Panel Beating/Towing Services will be an added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of Mechanical, Vehicle Towing and Panel Beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle auctioning environment. Knowledge of vehicle market trends. In-depth knowledge of machinery and Occupational Safety Act and Occupational Health and Safety Act. Understanding of the Public-Sector Acts, policies and regulations. A self-motivated, client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation. Cost and quality control. Effective communication skills (both written and verbal). Negotiation, problem-solving, decision making and analytical skill. Strong ethical conduct. A valid code 8 driver’s license.

DUTIES : Provide Fleet Maintenance services for the Entity. Develop and implement administrative and operational internal controls, processes and systems for the directorate. Develop and implement Risk Management policies and procedures to ensure that the directorate risks are mitigated. Handle all internal and external auditors’ queries. Manage client and stakeholder relations for all matters relating to the functions of the directorate. Manage the resources of the directorate and ensure that the directorate deliver on its core functions and services.

ENQUIRIES : Ms. A.N. Ngcobo Tel No: (011) 372 - 8600/8648

OTHER POSTS

POST 12/68 : DEPUTY DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/003802
Branch: gFleet
Directorate: Fleet Maintenance

SALARY : R697 011 per annum (An all-inclusive remuneration package)

CENTRE : Bedfordview (Gauteng) Johannesburg

REQUIREMENTS : An appropriate 3-years National Technical Diploma or equivalent NQF level 7 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle Towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.) Sound interpersonal relation, effective communication (both written and verbal), problem solving, decision making and analytical skills. Record. keep. A valid driver’s license.

DUTIES : Manage towing and recovery of all the Entity’s vehicles. Provide functional and technical advice and guidance to the Entity’s Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risk for the sub-directorate. Handle all internal and external auditor’s
queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 - 8600/8654

POST 12/69 : DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/003800
Branch: gFleet
Directorate: Financial and Management Accounting

SALARY : R697 011 per annum (An all-inclusive remuneration package)
CENTRE : Bedfordview (Gauteng)Johannesburg
REQUIREMENTS : An appropriate 3-year tertiary qualification or equivalent NQF level 7 qualification in Accounting/Economics/Public Finance. A minimum of 5 years’ working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body, will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standard (IFRS), International Public Sector Accounting Standard (IPSAS)and Public Sector policies. Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently and under pressure, organization and planning. Excellence communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver’s license.

DUTIES : Ensure effective management of g-Fleet assets. Develop, implement and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial accounting systems for g-Fleet assets. Provide specialized asset management services. Handle all internal external audit queries. Manage the resources for the component and perform generic management functions.

ENQUIRIES : Mr. Matodzi Mamatsinya Tel No: (011) 372 - 8600/8642

POST 12/70 : ASSISTANT DIRECTOR: REVENUE REF NO: REFS/003799 (X1 POST)
Branch: gFleet
Directorate: Financial and Management Accounting

SALARY : R356 289 per annum (plus benefits)
CENTRE : Bedfordview (Gauteng)Johannesburg
REQUIREMENTS : A relevant National Diploma / Bachelor’s degree or equivalent NQF Level 6/7 qualification in Financial Accounting. A minimum of 5 years’ relevant working experience in the financial accounting environment of which at least 3 years must have been at supervisory level in the same field. In-depth knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, Treasury Regulations and other related Public Sector regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Practices (GRAP), International Public Sector Accounting Standards Board (IPSASB) and International Financial Reporting Standards(IFRS). Excellent communication skills (verbal and written). Strong computer literacy skills (MS Word, MS Excel, SAP, PASTEL). Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem-solving, planning and organizing skills. A valid driver’s license.

DUTIES : Overall management of the sub-directorate. Develop, maintain and implement an effective revenue and debtors’ management system. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Conduct tariffs research, reviews and make recommendations on setting of annual tariffs. Ensure that the revenues from client departments are collected. Assist with the development and implementation of revenue forecasting tools/models. Directing and planning close-off procedures as well as the preparation of documents leading to the compilation of the financial statements. Ensure all client queries are responded to. Ensure compliance with the overall Debtor’s Management Policy as
required by PFMA, Treasury Regulations and relevant acts and Provincial directives. Managing revenue, reporting procedures and ensuring that all reports reflect the full and correct financial implications and are compliant to PFMA, Treasury Regulations, GRAP, IPSASB and IFRS. Ensure proper maintenance of the filing system for all debtor account related records. Develop, implement and monitor risk management strategies, policies and procedures. Handle all to internal and external auditors' queries.

ENQUIRIES: Mr. Matodzi Mamatsinya Tel No: (011) 372 - 8600/8642

POST 12/71: ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/003798
Branch: gFleet
Directorate: Human Capital Management

SALARY: R356 289 per annum (plus benefits)
CENTRE: Bedfordview (Gauteng) Johannesburg
REQUIREMENTS: An appropriate 3-year National Diploma /Bachelor’s Degree in Information Technology or equivalent NOF level 6/level 7 environment of which at least 3 years must have been at supervisory level in the same field. Experience in information systems development and support. Knowledge and experience of JAVA, VB.Net, ASP.Net and MS SQL. Application development methodologies. Business requirements writing experience. Practical knowledge of Systems Development Life Cycle (SDLC) and can work under pressure. Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow centric skills will be an added advantage.

DUTIES: Render system development, support and maintenance services. Perform data administration functions. Co-ordinate server and network services and availability services. Co-ordinate ICT software and hardware asset management function. Research and development. Assist in managing budget and mitigating risks for sub-directorate. Handle all internal and external auditors' queries. Compile weekly, monthly and annual reports or as when requested. Manage resources allocated to the sub-directorate.

ENQUIRIES: Mr. Chris Masombuka Tel No: (011) 372 - 8600/8642

POST 12/72: ARTISAN PRODUCTION GRADE A: TOWING & AUCTIONS REF NO: REFS/003796 (X1 POST)
Branch: gFleet
Directorate: Fleet Maintenance

SALARY: R179 523 per annum (plus benefits)
CENTRE: Bedfordview (Gauteng) Johannesburg

DUTIES: Assist the Senior Artisan Practitioner with all tasks related to towing and auctions. Ensure that policies and standards related to towing and auctions adhered to. Perform mechanical, towing and auction administration duties, data capturing and filing. Arrange for towing of all vehicles from the merchants, client and regional offices i.e. vehicles declined for repairs. Formally inform client departments of their withdrawn vehicles.

ENQUIRIES: Mr. Sifiso Mhlongo Tel No: (011) 372 - 8600/8654
<table>
<thead>
<tr>
<th>POST 12/73</th>
<th>ARTISAN PRODUCTION GRADE A: PANELBEATING AND MECHANICAL REF NO: REFS/003795 (X4 POSTS)</th>
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<tbody>
<tr>
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<td>Branch: gFleet</td>
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<tr>
<td></td>
<td>Directorate: Fleet Maintenance</td>
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<tr>
<td>SALARY</td>
<td>R179 523 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Bedfordview (Gauteng) Johannesburg</td>
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<td>DUTIES</td>
<td>Manage the quality of repairs and servicing on g-Fleet vehicles. Developing and implementing policies, programmes and inspection quality systems and standards for artisans. Manage the training and development of all Artisans for pre and post inspections. Ensure that policies and standards related to panel beating and mechanical repairs are adhered to. Implement all approved standard Operating Procedures, process and policies. Perform mechanical and panel beating administration duties, data capturing and filling.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr. Sifiso Mhlongo Tel No: (011) 372 - 8600/8654</td>
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