ANNEXURE S

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and for assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.

FOR ATTENTION: Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment

CLOSING DATE: 30 April 2019, 12h00. No late applications will be considered.

NOTE: Candidates must attach their 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 six 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. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore SMS posts woman will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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 tools.

MANAGEMENT ECHELON

POST 14/68: DIRECTOR: POLLUTION AND WASTE MANAGEMENT REF NO: REFS/003934
Directorate: Pollution and Waste Management

SALARY: R1 005 063 per annum (all-inclusive package that can be structured according to an individual needs)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus Bachelor degree (NQF Level 7) in Environmental Management as recognized by SAQA. 5 years’ experience at a middle managerial level in Pollution and Waste Management. A valid driver’s license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity.

DUTIES: To manage a directorate within the department. To participate in managing a branch within the department. Provide direction and leadership to the directorate, ensuring strategic alignment between the sub-programmes. Ensure that sub-programmes plan and evaluate their work, ensuring high quality service delivery. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure that the directorate is adequately staffed, work with management team to develop an establishment plan, and advise management of post requirements. Develop budgets, Control income and expenditure, and cash flows. Fulfil financial reporting requirements as set out. Ensure that the directorate is able to answer audit queries. Oversee the management of documents, registry and filing, in the sub-programme. This includes ensuring that documents are ready for meetings that important processes (meetings, workshops, decisions etc) are documented and that documents are accessible. Work with other directorates to plan and coordinate work where there are inter-dependencies. Ensure that
problems are resolved and are not allowed to hamper the work of the directorate. Attend and participate constructively in directorate and department meetings as required. This may include preparing inputs, making presentations, assisting with the administration of meetings and chairing meetings.

ENQUIRIES
Ms Lungisiwe Dhlamini Tel No: 011 240 2527

POST 14/69
DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: REFS/003890
Directorate: Stakeholder Engagement

SALARY
R1 005 063 per annum (all-inclusive package that can be structured according to an individual needs)

CENTRE
Johannesburg

REQUIREMENTS
Grade 12 plus Bachelor degree (NQF Level 7) in Business Management/Community Development/Development Communications/Governance as recognised by SAQA. 5 years’ experience at a middle managerial level in community/stakeholder projects and programmes. A valid driver’s license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity. Strong leadership and managerial qualities, A good track record working with multi stakeholders, a proven track record in negotiating strategic partnerships on behalf of government, proven track record in the implementation of Intergovernmental Relations strategies and frameworks Understanding of government communication environment, framework and prescripts. Job related skills: Communication (verbal and written), Interpersonal relations, Analytical thinking, Conflict Management, Decision making.

DUTIES
Management of the directorate, develop, manage and implement a stakeholder engagement strategy, Intergovernmental relations framework and Strategic Partnerships framework, develop and implement policies to enhance the performance and realisation of the departmental goals, translate stakeholder interests into programmes and projects for consideration by the department and the MEC, coordinate and manage the Intergovernmental relations structures of the department, track the implementation of the decisions of the intergovernmental relations structures of the department, Identify, negotiate and implement the strategic partnerships for the department, establish and maintain good relations between GDARD and other departments, facilitate the implementation of the MEC’s stakeholder engagement programme, perform mobilisation activities on behalf of the department, conduct follow ups on commitments made by the department and MEC during stakeholder engagement sessions.

ENQUIRIES
Ms Lungisiwe Dhlamini Tel No: 011 240 2527

OTHER POST

POST 14/70
DEPUTY DIRECTOR: ICT APPLICATIONS REF NO: REFS/003891
Sub Directorate: Information and Communication Technology

SALARY
R733 257 per annum (All-inclusive Salary Package that can be structured according to an individual needs)

CENTRE
Johannesburg

REQUIREMENTS
Matric/ Grade 12 plus Bachelor’s degree (NQF Level 7) National Diploma (NQF Level 6) in Information Communication Technology/System/Informatics or equivalent as recognized by SAQA. 5 years’ relevant experience in ICT environment of which 3 years must be at Assistant Director level in ICT environment. A valid driver’s License. Competencies: Management of people, Management of finances (budgeting, controls, reporting), Strategic planning and project management; including contingency planning, Understanding Public Service and Departmental acts and policies (e.g. HR/Finance/ tender regulations), Writing skills, Communication skills (listening, explanation, influencing, motivating, negotiation), Computer literacy including Databases, Software systems and GIS skills, Admin skills, Organising skills, chairing skills/ ability to manage meetings.
DUTIES: Provide strategic direction and leadership in planning process (strategy development and business planning) of the sub-programme. Management of sub-programme operational activities in order to maximize value for customers (internal and external) in Information Systems Management. Management of Human Resources with competencies to plan for, employ, develop, utilize and mobilize the sub-programme workforce to add to the competitive ability of GDARD in a volatile and rapidly transforming environment. Ability to plan and utilize financial and management accounting information in budgeting and decision making of the sub-programme according to the department and public service policies and guidelines. Management of Information Systems Technology, Innovation and Administrative Systems. Communicating, Co-coordinating and interacting with other sub-programmes and with the rest of departments on joint work and with other departments and stakeholders on aspects of work and/or issues related to the GDARD mandate. Contribute to the good management of the directorate.

ENQUIRIES: Mr. Rassy Rasemtse Tel No: (011) 240-3083

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 30 April 2019
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial 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 tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHelon

POST 14/71: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/003898
Directorate: Office of the Chief Financial Officer

SALARY: R1 005 063 per annum (An all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a Bachelor Degree (NQF Level 7) in Financial Management/ Public Administration/ Logistics /Purchasing or equivalent qualification. 6-10 years working experience in supply chain management, which include minimum 5 years in middle management. A valid driver’s license. No criminal record or cases pending against you. Knowledge and skills: In-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Policy Framework Act, and Supply Chain Management Framework, In-depth Knowledge of code of conduct for Supply Chain Management Practitioners, In-depth Knowledge of Public Service budget procedures, understand of the Department’s strategic objectives, Knowledge of Safety and Security Framework, Knowledge of BAS, SAP and other relevant information management systems and Public Service SCM policies and procedures, Customer relations management, interpersonal
relations skills, conflict management, communication, interviewing, negotiation, facilitation, presentation, report writing and computer literacy skills.

**DUTIES**
Manage the Departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for Departmental assets and mechanisms aimed at eliminating theft losses, wastage and misuse of assets. Manage Service Level Agreements (SLA’s) with supplier and service providers (Contract Management). Effective and efficient inventory management. Effective and efficient fleet management. Manage resources (Human, Finance, Equipment and Assets).

**ENQUIRIES**
Ms Makgopa Evelyn Tel No: 011 689 3726/3701

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 14/72</th>
<th>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/003899</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R869 007 per annum (An all-inclusive remuneration package)</td>
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<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Matric plus Bachelor Degree/equivalent qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration. 5 or more years relevant to the criminal system or law enforcement agencies environment including 3 years’ minimum junior management experience. A valid driver’s license. No criminal record or cases pending against you. Knowledge and skills: Knowledge of Departmental policies and procedure, knowledge of Public Service Regulations, SAPS Act, Civilian Secretariat for Police Service Act, Complaints tracking system, Gauteng Safety Strategy, Delegation of authority pertaining to the department of Community Safety, Reporting procedures, interpreting and evaluating information, Tact and diplomacy, verbal and written communication, Organizing/maintaining information, Communication, Computer literacy, Problem solving and conflict management, Listening and negotiation, team building and discipline.</td>
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**DUTIES**
Ensure monitoring of police conduct as well as the functioning of other provincial law enforcement agencies. Ensure monitoring and evaluation of police performance outputs and outcomes based on the operational plan. Ensure monitoring and evaluation of the implementation and compliance with policing policies, norms, standard, procedures, strategies, provincial and national instructions and orders. Ensure monitoring and evaluation of the impact of the implementation of sector policing. Ensure liaison with provincial law enforcement agencies. Ensure monitoring and evaluate cooperation and outcomes of joint operational planning and operations between SAPS and other provincial law enforcement agencies. Ensure monitor, evaluate and conduct impact assessment of transformation strategies of provincial enforcement law agencies. Manage budget, human and physical resources allocated to the sub directorate.

**ENQUIRIES**
Ms Makgopa Evelyn Tel No: 011 689 3726

<table>
<thead>
<tr>
<th>POST 14/73</th>
<th>DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: REFS/003900</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R733 257 per annum (An all-inclusive remuneration package)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Matric plus a National Diploma/Bachelor Degree in Financial Management qualification. 5 years working experience Financial management environment, plus 3 years’ experience in junior management. A valid code 8 driver’s license. No criminal record or cases pending against you. Knowledge and skills: Knowledge of Departmental policies and procedures, Department’s priorities, Gauteng Safety Strategy, Reporting procedures, Information System, SAPS Act, Regulations and Amendments, PFMA, Treasury, Regulations, GRAP, GAAP, PSA, PSR etc. Interpreting and evaluating information skills, verbal and written communication skills, organising/ maintaining information, communicating information skills, computer literacy skills, problem solving and conflict management and listening and negotiation skills.</td>
</tr>
</tbody>
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DUTIES : Manage revenue income/ collection processes. Manage and ensure maintenance of an accurate and effective cashier systems. Manage resources (Human, Financial, Equipment and Assets).

ENQUIRIES : Ms Makgopa Evelyn Tel No: 011 689 3726

POST 14/74 : DEPUTY DIRECTOR: LOGISTICS AND TRANSPORT REF NO: REFS/003901
Directorate: Supply Chain and Asset Management

SALARY : R733 257 per annum (An all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus a National Diploma/Bachelor Degree in Financial Management/ Public Administration/ Logistics/ Purchasing or equivalent qualification. 5 years working experience Supply Chain Management, plus 3 years’ experience in junior management. A valid code 8 driver’s license. No criminal record or cases pending against you. Knowledge and skills: Knowledge of GPG and Public Service policies and procedures, In- depth knowledge of Public Service Regulatory Framework, Understanding of community safety strategy, In-depth knowledge of Revenue Act, PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, and Supply Chain Management Framework, In-depth Knowledge of code of conduct for Supply Chain Management Practitioners, In-depth knowledge of public service budget procedures, Understanding of the Department’s strategic objectives, Knowledge of Safety and Security Framework, Knowledge of BAS, SAP, LOGIS and other information management systems. Customer relationship management skills, interpersonal relations, conflict management, communication, interviewing, negotiation, facilitation, presentation, report writing, computer literacy and driving skills.

ENQUIRIES : Ms Makgopa Evelyn Tel No: 011 689 3726

DEPARTMENT OF E-GOVERNMENT

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. 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 : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

FOR ATTENTION : Mr. Themba Psungo, Human Resources

CLOSING DATE : 30 April 2019

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not
received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 14/75 : DEPUTY DIRECTOR: BUSINESS PROCESS ANALYST REF NO: REFS/003920
Directorate: Centre Of Innovation

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a National Diploma/Degree in Information and Communication Technology (ICT) such as Business Informatics, Information Management, Information Systems, Computer Science or Industrial Engineering with working experience of 3 – 5 years in the business analysis, business process analysis or software engineering OR Matric plus 8-9 years’ experience in business analysis, business process analysis or software engineering. Certificates in business analysis will be advantageous.

DUTIES : Overall purpose of this job is to analyse and solve business problems for realise business opportunities. Ensure delivery of business requirements specifications that meet the agreed customer and information technology objectives and within agreed timelines. This is achieved through research, analysing existing business processes, analysing costs, identifying solutions, proposing solutions and measuring results. Lead the requirements gathering activities, perform gap analysis, manage requirements traceability, manage user acceptance testing processes, and lead small technology projects. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. A further key purpose is continually seeking to improve the current business practices by implementing solutions that enhances productivity reduce costs and improve service. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study was applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Conduct gap analysis. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes.

ENQUIRIES : Ms. Portia Makotwane Tel No: 011 689 8898

POST 14/76 : DEPUTY DIRECTOR: BUSINESS APPLICATIONS REF NO: REFS/003916
Chief Directorate: Applications Development

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a National Diploma/Degree in Information Technology or related with 3-5 years’ experience in systems development and support OR Matric Certificate plus 8-9 years’ experience in system development and support. Experience in Azure Development will be advantageous.

DUTIES : Liaison with customers to determine their specific needs. Development of systems to meet the customers’ requirements. Customisation of existing systems to meet the customers’ requirements. Procurement of systems that will meet the customers’ requirements. Specify and procure hardware for customers to support their software implementation. Providing first-level support for applications.
Arrange with external vendors/appropriate internal department to provide the required user-training after systems implementation. Allocate the workload within the team in order to achieve maximum effectiveness and efficiency. Advise customers on technical specifications. Monitor systems. Testing of all software acquired through external vendors.

ENQUIRIES : Ms. Sipokazi Gqweta Tel No: 011 689 6530

POST 14/77 : DEPUTY DIRECTOR: PROJECT MANAGER REF NO: REFS/003927
Directorate: Programme Management Office

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/ Degree in Business Management/ Information Technology with a minimum of 2 to 4 years’ project management experience and a minimum of 3 to 5 years information technology experience. Or Matric with 8-9 years’ experience in project management within the information technology environment. Experience within government service and a project management certification would be an advantage.

DUTIES : Prepare baseline management documents. Exercise prudent budget management, control and monitoring when implementing projects. Perform effective project planning through the utilisation of the accepted project management tools and methodologies. Plan and monitor the project by scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage project team’s staff and external resources (In- direct reports). Liaise and communicate with stakeholders. Manage project administration and internal operations. Contribute specialist business skills as required by the project. Oversee and manage Project Administrators and cross-functional project teams.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 14/78 : DEPUTY DIRECTOR: SECURITY ARCHITECT REF NO: REFS/003917
Chief Directorate: Information Security

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a relevant NQF level 6 qualification in IT with 3-5 years’ experience in Information Security and Information Security Architecture or Matric with 8-9 years’ experience in Information Security and Information Security Architecture. Industry-recognized security or technical certifications from organisations such as ISACA, ISC2, GIAC, Cisco etc. will be advantageous. Knowledge of security best practices, principles and frameworks (OWASP, SANS, NIST and ISO).

DUTIES : Acquire a complete understanding of the department’s technology and information system. Perform vulnerability testing, risk analyses and security assessments. Research security standards, security systems and authentication protocols. Develop requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related network devices. Reviewing current system security measures and recommending and implementing enhancements. Conducting regular system tests and ensuring continuous monitoring of network security. Developing project timelines for ongoing system upgrades. Ensuring all personnel have access to the IT system limited by need and role. Establishing disaster recovery procedures and conducting breach of security drills. Promptly responding to all security incidents and providing thorough post-event analyses. Experience in designing and implementing an enterprise information security architecture, in reviewing of and incorporating information security controls and capabilities into various architectures and designs in a medium to large sized organization. Experience with presenting information security concepts and ideas in a non-technical business-friendly language appropriate to the target audience. Proven experience integrating security solutions and practices in a Windows environment.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980
POST 14/79 : ASSISTANT DIRECTOR: PAYROLL SERVICES REF NO: REFS/003918 (X3 POSTS)
Directorate: Payroll Services

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree/National Diploma in HR/Commerce or equivalent with 2-3 years’ experience in payroll related environment OR matric certificate with 7 years’ experience in payroll related environment. Preferred: Knowledge of public sector environment and transversal systems (PERSAL, BAS and SAP) the following would be an added advantage: Knowledge of transversal systems as indicated. Knowledge of accounting and accounting principles would be an added advantage. Exposure in a public sector environment.

DUTIES : To authorise payment of allowances and amendments, processed by the practitioners in the Payroll Services Unit. Check and rectify transactions on exception reports. Manage staff reporting Assistant Directors. Manage, mentor and develop staff. Manage and distribution of daily work. Prioritise work in order of importance to adhere to SLA. Knowledge transferred to staff.

ENQUIRIES : Ms. Portia Makotwane, Tel No: 011 689 8898

POST 14/80 : PERSONAL ASSISTANT REF NO: REFS/003919 (X2 POSTS)
Chief Directorate: Human Resource Services

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a Secretarial Diploma or equivalent with 1-2 year’s clerical/administrative experience OR Matric plus 4-5 years ‘experience in clerical/administrative. Knowledge and the ability to work on Microsoft package.

DUTIES : Maintain a Document Management System for the unit. Appointment management and co-ordination. General administrative duties. General assistant. Management of documents frequently used within the Business Unit. Management of financial records. Management, co-ordination and support with regards to specifically assigned meetings. All other roles suitable to a secretarial function as well as adhoc roles as requested.

ENQUIRIES : Mr. Leon Steyn Tel No: 011 689 8400

DEPARTMENT OF HEALTH

ERRATUM: 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 has been withdrawn, Enquiries: Dr M M Lesia Tel No: (011) 933 9145, Kindly note that the post of Registrar (for University of Pretoria Oral Health Centre) with Ref No: REG/UPOHC/00200/01/19 advertised in Public Service Vacancy Circular 02 dated 18 January 2019, the requirements of the post has been amended as follows:
Candidates must have completed primaries and evidence of interest in Orthodontics and also note that new applications are welcomed if you have applied for the post previously ,there is no need to re-apply as the application will be considered and add to the application that you have send if there is a need regarding the amendments made to the post, the closing date has been extended to the 30 April 2019.

OTHER POSTS

POST 14/81 : MEDICAL SPECIALIST REF NO: HRM 25/2019
Directorate: Radiology

SALARY : R1 106 040 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MMed (Rad) D or FC (D) SA or equivalent. Experience in General Radiology, Administrative skills.
**DUTIES**: Participate in training of pre and post graduates. Have experience in all aspects of General Radiology, rotate through different Radiological modalities. Administrative duties and duties by the HOD. Contribute to research activities in Radiology.

**ENQUIRIES**
Prof. Z Lockhat Tel No: (012) 354 2548

**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, HPCSA registration certificate, and proof of payment to the HPCSA of current year. 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**: 29 April 2019

**POST 14/82**: MEDICAL SPECIALIST REF NO: HRM 27/2019

**SALARY**: R1 106 040 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**
Sub-specialty qualification and registration in Paediatric Oncology. Registration with HPCSA as a subspecialist in paediatric nephrology. Clinical experience in paediatric nephrology. Experience in teaching and research.

**DUTIES**: Take charge of the paediatric nephrology service unit. Participate in teaching, research and academic administration. Report to the HOD: Paediatrics and Child Health.

**ENQUIRIES**
Prof. RJ Green Tel No: (012) 354 5277

**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, HPCSA registration certificate, and proof of payment to the HPCSA of current year. 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**: 29 April 2019

**POST 14/83**: REGISTRAR (MEDICAL) REF NO: REGUROL/KPTH/04/19 (X1 POST)

**SALARY**: R821 205 - R858 711 per annum (all exclusive)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
MBChB (or equivalent). Current registration with HPCSA. FCS or FCUrol primaries strongly recommended. FCS or FCUrol intermediates an advantage. Previous experience in urology.

**DUTIES**: Successful candidates will be responsible for rendering of urological services in Kalafong Provincial Tertiary Hospital; these entail casualty, ward and theatre duty, including call duty. Academic activities participation including presentations and research activities. Guidance and training of medical officers and undergraduate medical students. Candidate is expected to rotate between Kalafong Provincial Tertiary Hospital and Steve Biko Academic Hospital as part of the training.

**ENQUIRIES**
Dr. O. Aire Tel No: (012) 373 1047

**APPLICATIONS**
must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**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. 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. 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. 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:** 29 April 2019

**POST 14/84:** MEDICAL OFFICER REF NO: HRM 26/2019

**Directorate:** Radiology

**SALARY:** R821 205 per annum plus benefits

**CENTRE:** Steve Biko Academic Hospital

**REQUIREMENTS:** MBChB. Experience in Ultrasound, Cardiac, Vascular and Musculoskeletal Sonar experience will be an advantage.

**DUTIES:** Participate in pre and post graduates training of students in Ultrasound. Research initiatives and Administrative duties and duties needed by the HOD.

**ENQUIRIES**

Prof. Z Lockhat Tel No: (012) 354 2548

**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, HPSCA registration certificate, and proof of payment to the HPCSA of current year. 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:** 29 April 2019

**POST 14/85:** MEDICAL OFFICER REF NO: HRM 28/2019

**Directorate:** Anesthesiology

**SALARY:** R821 205 per annum plus benefits

**CENTRE:** Steve Biko Academic Hospital

**REQUIREMENTS:** MBChB; registration with the Health Professions Council of South Africa for Independent Practice.

**DUTIES:** The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospitals, participate in the department’s academic programmers, research activities and clinical audit meetings. Successful candidates will be expected to rotate through all our training hospitals.

**ENQUIRIES**

Prof. S Spijkerman Tel No: (012) 354 1892

**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, HPSCA registration certificate, and proof of payment to the HPCSA of current year. 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:** 29 April 2019
POST 14/86

AREA MANAGER NURSING (GENERAL) GRADE 1 (DAY & NIGHT) (X7 POSTS)

Directorate: Nursing

SALARY
R562 800 – R652 437 per annum plus benefits

CENTRE
Thelle Mogoerane Regional Hospital

REQUIREMENTS
Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a Professional Nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 3 years of the period above referred above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employers are compulsory. Knowledge of nursing, care processes and procedures, nursing strategies, 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, human resource, grievance procedure, etc. Skills: leadership, organizational, decision making and problem solving abilities within the limits 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. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, corporation, team player, supportive, assertive. Computer literate (MS excel, MS word, MS PowerPoint, email), driver’s license will be an added advantage.

DUTIES
Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate, comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards, and procedures. To work on night/day as supervisors. Participate in nursing management team for both day and night consistently. To work on behalf of nursing service manager (day and night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters and memo’s. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self-development: SANC, Nurse day involvement, promoting the image of both nursing and hospital. In-debt knowledge and understanding of national core standards.

ENQUIRIES
Ms. N.H Baduza Tel No: (011) 345 0971

APPLICATIONS
should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguzza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE
Applications must be submitted on a Z83 form obtainable form any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of SANC registration certificate and proof of payment to the SANC of the current year. Failure to do so will lead to disqualification of your application. NB: The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.

CLOSING DATE
03 May 2019
<table>
<thead>
<tr>
<th>POST 14/87</th>
<th>PROFESSIONAL NURSE: PNB1-2 (SPECIALTY NURSING) THEATRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R383 226 - R579 696 per annum (Plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>University of Pretoria Oral Health Centre</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e Diploma/Degree in (General Nursing, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional Nurse, plus a one (1) year post basic nursing qualification in operating theatre. A minimum of two (2) years’ appropriate or recognisable experience in nursing after registration as a Professional Nurse. Computer literacy. Working experience in a dental setting will be an advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provision of optimal holistic specialized nursing care with set standards and within a professional legal framework. Holistic Management of patients in the operating theatre. Active Multidisciplinary team member. Effective utilization of human and physical resources. Provision of support to nursing services. Participate in overall specialized patient care. Demonstrate effective communication skills. Maintain professional growth/ethical standards and Development. Be willing to do home visits for patients, participate in training and research.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms. GE Khumalo Tel No: 012 319 2644</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.</td>
</tr>
<tr>
<td>NOTE</td>
<td>Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, Nursing Council 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.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>30 April 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 14/88</th>
<th>SECRETARY/PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R257 508 – R303 339 per annum (Level 07) (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>University of Pretoria Oral Health Centre</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 with 5 years’ secretarial experience and proficiency in Microsoft Office. Recommendation: Secretarial course successfully completed.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Assistant to the Head of Department (HOD) and the day to day administration of the Department of Dental Management Sciences. To accurately and timeously complete all department typing, including correspondence, lectures, distributing student rosters, examination papers, research outputs, publications and confidential reports. Handle all incoming calls and those requested by the HOD including messages and appointments. Daily diary management for HOD. To promptly and correctly send departmental correspondence to ensure speedy and correct distribution of received correspondence. To ensure that sufficient lecture notes, study guides, practical guides, ect are available by timeously ordering the duplication of said material. To speedily make copies of any required documentation for further distribution and other use. To receive and promptly sort and distribute departmental postal items to their respective addresses and also take responsibility for the receipt of confidential/registered items, parcels and documents and to ensure their prompt receipt by the relevant parties. To receive visitors to the Department of Dental Management Sciences on a cordial basis at any stage of the day and to ensure that visitors/guest are served tea/coffee and refreshments. To reconcile PMDS reports and audit leave of department staff. To assist in tabulating student marks. Organizing of meetings, typing of minutes and distributing of agendas to relevant parties. To order specialized stationary for the department when required. The PA will also be responsible for liaison with UP Enterprises in coordinating workshops and refresher courses in the Department</td>
</tr>
</tbody>
</table>
Dental Management Sciences. This will involve being on duty after hours and on weekends when courses are presented. Any other ad hoc tasks.

**ENQUIRIES**

Prof JG White Tel No: 012 319 2225 / 2327

**APPLICATIONS**

Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Pretoria or mail to Ms L Debeila PO Box 1269, Pretoria, 0001.

**NOTE**

Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae and Z83. Applications must be submitted Timely, 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**

30 April 2019

**POST 14/89**

SECURITY OFFICER

Directorate: Logistics

**SALARY**

R257 508 per annum (Level 07) plus benefits

**CENTRE**

Thelle Mogoerane Regional Hospital

**REQUIREMENTS**

Grade 12 with 10 year’s experience in security. A PSIRA Grade B registration certificate. Must be PSIRA registered. Valid driver’s license. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS), Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at the different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multi disciplinary nature. Must be prepared to work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and Firearm competency certificate will be an added advantage. National Diploma in Security Risk Management will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES**

To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risks assessments; it is his/her area of responsibility. Reporting of security breaches internally and to the South African police service. Ensure the safety of state property, employees, visitors and patients in the hospital on a 24 hour basis. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in courts. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instruction. Manage the clamping of incorrectly parked vehicle. Comply with security dress code at all times. Enforcement of security policies and procedures. Adhere to timeline. Perform other duties as allocated by supervisors. Comply with the duty roster. Be willing to undergo continuous training and development programmes. Attend meetings as approved by supervisor. Conduct the performance management and development system of subordinate (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

Mr. P. Ntuli Tel No: (011) 345 0310

**APPLICATIONS**

should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Airdre, 1451.
NOTE: Applications must be submitted on a Z83 form obtainable form any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of SANC registration certificate and proof of payment to the SANC of the current year. Failure to do so will lead to disqualification of your application. NB: The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.

CLOSING DATE: 03 May 2019

POST 14/90: PRINCIPAL NETWORK CONTROLLER REF NO: REFS/003855
Directorate: Forensic Medical Services

SALARY: R257 508 – R303 339 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: Three 3 year National Diploma/Degree in Information Technology plus two (2) years’ experience / Grade 12 plus five to ten (5-10) years relevant experience. Recognized industry certifications (MCSE/MCITP, A+, N+, Security+, CCNA, and ITIL). Good knowledge of LAN/WAN devices and management as well as experience on Windows Servers, Microsoft Exchange and latest Windows Operating Systems is essential. Added advantages: Microsoft qualification, knowledge of government transversal systems. Knowledge of CISCO devices and their operation as well as VoIP. Understanding of Relation Database Model, JS and JSP. Good communication skills. Ability to supervise, work under pressure, independently and in a team environment. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours, and public holidays and standby when required. A valid driver’s license.


ENQUIRIES: Mr M Mokhethi at 082 306 2941
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 30 April 2019

POST 14/91: SENIOR FORENSIC OFFICER REF NO: REFS/003856
Directorate: Forensic Pathology Service

SALARY: R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE: Pretoria FPS
REQUIREMENTS: Senior Certificate / Grade 12 and a minimum of 3 years’ experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver’s license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must
be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

**DUTIES**
- Efficient support to the manager with regard to the management of the facility.
- Supervision of fellow and junior staff members and performance management.
- Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies.
- Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**ENQUIRIES**
Mr C Chauke Tel No: (012) 301 1712

**APPLICATIONS**
Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE**
Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE**
30 April 2019

**POST 14/92**
**POST BASIC PHARMACY ASSISTANT GRADE 1**
Directorate: University of Pretoria Oral Health Centre

**SALARY**
R208 383 – R234 738 per annum (plus benefits)

**CENTRE**
Tshwane District Hospital

**REQUIREMENTS**
Grade 12 certificate. Registration with SA Pharmacy Council as a qualified post basic Pharmacist assistant. Experience: None after registration with SAPC as a Pharmacist Assistant (Post Basic). Basic communication skills, good interpersonal skills, basic administrative skills e.g. filling, record keeping, basic calculation skills, basic computer skills, basic literacy skills, record keeping skills, basic research/data collection and analysis skills, basic teamwork skills, basic technical work skills, basic management and time management skills, basic problem solving and decision making skills.

**DUTIES**
To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and Finance requirements. Observe all Batho Pele principles. To assist with the management of the expenditure versus budget and comply with the PFMA relevant to the post. Training, mentoring and supervising junior staff. Ordering, stock control and distribution of finished products. Pre-packing Manufacturing and compounding. Dispensing and the provision of information to individuals. Recording and reporting. Be part of the monitoring and evaluation teams. Assist with projects as identified in the pharmacy. Must take effective and appropriate steps to prevent, any unauthorized expenditure, irregular expenditure and fruitless and wasteful expenditure. Perform any legitimate task requested for provision of pharmaceutical care. Be willing to work overtime as and when the need arise.

**ENQUIRIES**
Ms. S Dolo Tel No: 012 354 7861/7778

**APPLICATIONS**
Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room
NOTE: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, SAPC 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: 30 April 2019

POST 14/93: FINANCE CLERK
Directorate: Finance

SALARY: R173 703 – R204 612 per annum (Level 05) (Plus benefits)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Grade 10 with 5—10 years appropriate experience or Grade 12 with 2—5 years appropriate experience. Computer literacy including excel and word is essential. Experience of financial processes with regard to supplier payments. Knowledge of BAS/SAP will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication.


ENQUIRIES: Mrs. L Oelofse Tel No: 012 301 5703
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.

NOTE: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae 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: 30 April 2019

POST 14/94: FORENSIC OFFICER REF NO: REFS/003857
Directorate: Forensic Pathology Services

SALARY: R173 703 – R204 612 per annum (Level 05) (plus benefit)
CENTRE: Germiston FPS
REQUIREMENTS: Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set
standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr G Mashego Tel No: (011) 255 4911
APPLICATIONS: must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 30 April 2019

POST 14/95: FORENSIC OFFICER REF NO: REFS/003859
Directorate: Forensic Pathology Services

SALARY: R173 703 – R204 612 per annum (Level 05) (plus benefit)
CENTRE: Johannesburg FPS
REQUIREMENTS: Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Ms P Mdluli Tel No: (011) 489 6618
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 30 April 2019
POST 14/96

FORENSIC OFFICER REF NO: REFS/003860
Directorate: Forensic Pathology Services

SALARY: R173 703 – R204 612 per annum (Level 05) (plus benefit)
CENTRE: Sebokeng FPS
REQUIREMENTS: Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr P Denner Tel No: (016) 988 9720
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 30 April 2019

POST 14/97

FORENSIC OFFICER REF NO: REFS/003862
Directorate: Forensic Pathology Services

SALARY: R173 703 – R204 612 per annum (Level 05) (plus benefit)
CENTRE: Springs FPS
REQUIREMENTS: Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr D Mkhabela Tel No: (011) 811 9652
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Service P.O Box 7128, Johannesburg 2000.
NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 30 April 2019

POST 14/98 : DENTAL ASSISTANT GRADE 1/2 (X2 POSTS)
Directorate: Odontology and Dental Management Sciences

SALARY : R168 429 – R230 238 per annum (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Grade 12 or equivalent qualification. Registration with HPCSA as a Dental Assistant. Recommendations: Able to perform routine/structural tasks. Good communication skills. Computer literacy and knowledge of ward stock will be an added advantage. Ability to work in a team and under pressure.

DUTIES : Provision of satisfactory client service. Ensure and maintenance of well-organized administrative duties. Dental assistance. Ensure and maintain of general clinical ward activities. Ordering of ward stock. Willingness to rotate in other in other Departments. Active participation in student activities and training.

ENQUIRIES : Ms. GE Khumalo Tel No: 012 319 26
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila 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 : 30 April 2019

OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso St, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 30 April 2018
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to
the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial 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 assessments tools.

MANAGEMENT ECHELON

POST 14/99 : DIRECTOR: ETHICS AND ANTI-CORRUPTION REF NO: 003922
Directorate: Ethics and Anti-Corruption

SALARY : R1 005 063 – R1 183 932 per annum (All-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelors Degree in Public Administration or Auditing/Accounting or Forensic Accounting or Legal / Post-graduate degree in Public Administration, Auditing/Accounting, Forensic Accounting or Legal, Certified Ethics Officer and Certified Fraud Examiners qualifications will be an added advantage. Public sector experience. Minimum of five years’ experience in anti-corruption and ethics at a middle management position. Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Prevention and Combating of Corrupt Activities Act, (PRECCA), Protected Disclosure Act, and Promotion of Access to Information Act (PAIA), Public Service Anti-Corruption Strategy and Provincial anti-corruption measures. Leadership competencies such as Strategic leadership, Policy development and analysis, Project management and People management.

DUTIES : Develop and manage the implementation of Gauteng City Region (GCR) ethics and anti-corruption policies, strategies and frameworks. Interact with GCR Institutions with regard to the implementation of the fraud and corruption strategies. Develop guidelines and manuals to support development of departmental Ethics policies. Create awareness of the GCR fraud and corruption strategies to stakeholder. Monitor and evaluate strategies, policies and processes aimed at reducing fraud and corruption cases within GCR. Foster relationships with law enforcement agencies in fighting corruption. Report to the Heads of Department Forum and the Executive Council on progress made in fighting fraud and corruption and promoting integrity. Monitor departments on implementing a compressive Ethics Programs and Integrity Management. Coordinate implementation of ethics and anti-corruption education programmes within the Gauteng City Region. Manage and evaluate the effectiveness of training initiatives and report to relevant stakeholders. Coordinate and plan ethics and anti-corruption forums. Conduct research on best practices to fight corruption and promote integrity.

ENQUIRIES : Mr Tshepo Rasego Tel No: (011) 355 6450

OTHER POSTS

POST 14/100 : DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 003913
Directorate: Organisational Design and Job Evaluation

SALARY : R733 257 - R863 748 per annum (All-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS: A 3-4-year bachelor’s degree in Human Resources Management or relevant field. Must have 4-5 years’ experience in a junior management position. Good knowledge and experience of Organisational Design and Job Evaluation policies and relevant directives. Understanding of how government works and relevant policy and legislative frameworks. Competencies Needed: Good planning, organizing and coordination skills. Excellent report writing as well as presentation skills. Programme and project management. Leadership, people management, conflict resolution and interpersonal skills. Stakeholder management, communication and a Drivers Licence.

DUTIES: Give advice to Gauteng Provincial Government (GPG) Departments on the development of organisational design frameworks and instruments within the norms and standards determined by the MPSA in line with the regulations, directives and determinations. Co-ordinate Provincial approval processes of organisational structures between the EA, Premier and Minister of DPSA and ensure that submissions comply with organisational structuring and job evaluation norms and standards. Co-ordinate DPSA Organisational Design and Job Evaluation, HR Delegations Business Process mapping, Programmes, projects in the GPG. Promote compliance with organisational structure design and job evaluation, BPM, HR Delegations frameworks and MPAT. Coordinate training of Job Evaluation panel members’ capacity development initiatives in GPG. (PERSAL training, BPM, Assessor training, OD training. Assist with Skills audit on the JE & OD. Promote uniform Organisational Design principles and ensure compliance to legislation frameworks. Effective implementation of OD & JE, HR Delegations, Business Process mapping Programmes in GPG Departments. Organise and coordinate provincial and national forums and play secretariat role to the GPG Forum and other meetings. Manage reporting and information on OD.

ENQUIRIES: Mr Tshepo Rasego Tel No: (011) 355 6450

POST 14/101: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: 003914
Directorate: Human Resource Services

SALARY: R470 040 - R553 677 per annum
CENTRE: Johannesburg
REQUIREMENTS: Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework and related policies. Minimum of 3 years relevant experience in: an Employee Health and Wellness environment or human behaviour management related field. Monitoring and Evaluation, Data Analysis and Reporting and Computer Literacy skills. Registration with the relevant professional body would be an added advantage e.g. SACCSP or HPCSA. A valid driver’s license is compulsory. Competencies Needed: Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong Inter-Personal skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.

DUTIES: Ensure Coordination, Monitoring, Evaluation and Reporting of the EHWP in GPG. Departments in line with DPSA policies on EHWP. Communication and marketing of EHWP priorities. Advise on EWP implementation in GPG departments in line with the DPSA framework. Coordinate GPG EHWP forums. Project management. Ensure data analysis and advisory on Health and Wellness risk trends in GPG.

ENQUIRIES: Mr Tshepo Rasego Tel No: (011) 355 6450

POST 14/102: SENIOR ACCOUNTANT: BUDGET MANAGEMENT REF NO: 003915
Directorate: Financial Management and Accounting

SALARY: R316 791 – R373 167 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: BCom (Accounting) / Advance National Diploma qualification in the field of finance, with 3 years’ Budget Management experience. Must possess good interpersonal relations and communication skills and the ability to work under pressure and tight deadline will be of essence. Knowledge of Basic Accounting System (BAS), the
Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations will be added advantage.

**DUTIES**: Support the Assistant Director: Financial Management and Accounting with the overall execution of his/her duties. Assist with preparation of main budgets and adjustment budgets, capturing of approved budget on the system, monitoring of spending against budget, review and sign off RLS01’s for budget allocations, Review and sign off petty cash requests and sundry payments for budget allocations. Assist with preparation of monthly reports for submission to Treasury. Monitor the department's revenue and expenditure, journalise the misallocations identified, ensure financial transactions are accounted for correctly, and ensure management reports submitted to Treasury, together with the daily authorisation of financial matters are in line with the delegated authority. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters. Provide support within the internal processes regarding internal audits executed by GAS and the annual audit executed by the Auditor General.

**ENQUIRIES**: Ms Fenny Mkhabela Tel No: (011) 355 6176

**POST 14/103**: STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: 003912
Branch: Corporate Management
Directorate: Financial and Management Accounting

**SALARY**: R257 508 – R303 339 per annum (plus benefits)
**CENTRE**: Johannesburg
**REQUIREMENTS**: Bachelor's degree/National Diploma Financial Accounting or Financial Management with 1-2 years’ relevant experience. Must possess good interpersonal, communication and financial skills; the ability to work under pressure and tight deadlines is a pre-requisite; Knowledge of Basic Accounting System (BAS), SAP, the Public Finance Management Act (PFMA), Division of Revenue Act and Treasury Act Regulations will be added advantage.

**DUTIES**: Support the Senior Accountant and Assistant Director: Accounts Payable with the overall execution of his/her duties. Request reports on BAS/SAP and compile accounts payable monthly reports to be submitted to Financial Reporting section and Treasury. Ensure that all payments batches received are recorded electronically and hard copies are stored in a secured place. Preparation of sundry payments, 30 days’ report and bank reconciliations. Issue of petty cash and replenishment of petty cash, issuing of receipts and banking, processing of Accounts Payable journals, processing of payments on SAP, attend to supplier’s queries and resolve them, ensure payments and documents are authorised by delegated officials. Management and safeguarding of payment batches, management of payment runs and ensure all payments are recorded in the payment register. Ensure compliance with the financial legislative framework and procedures and advises managers on financial matters. Provide support within the internal processes regarding internal audits executed by GAS and the annual audit executed by the Auditor General.

**ENQUIRIES**: Fenny Mkhabela Tel No: (011) 355 6176

**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**: Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. 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**: 30 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 required qualification/s as per the advertisement 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. Please use Circular post number as a reference number.

**OTHER POSTS**

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<thead>
<tr>
<th>POST 14/104</th>
<th>DEPUTY DIRECTOR: FINANCIAL INFORMATION MANAGEMENT SYSTEMS</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R733 257 (All-inclusive Package)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Bachelor's Degree in Information Technology or Computer Science, Informatics, or Financial Information Management System or equivalent. 3-5 years system development experience in middle management. The ability to understand financial and economic concepts/drivers; to identify, create and/or exploit opportunities. Demonstrates ingenuity and curiosity to do things better and fosters an environment of disruptive thinking and action. Proven experience in developing Business Intelligent (BI) Solutions. Proficiency in Business Intelligence Solutions, Visual Studio, Microsoft SQL Server, Qlik related. Knowledge of SAP Financial Accounting (FI) Modules or BAS or PERSAL systems. Ability to work in Agile project environment and manage multiple projects. Strong Analytical/Data Analysis/Data literacy/Data modeling Skills.</td>
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<tr>
<td>DUTIES</td>
<td>Enhance Existing or new Reporting / Business intelligence solutions by harnessing data from multiple GPG transversal systems (BAS, PERSAL, SAP). Analyze data across multiple systems and multiple formats and provide analytics and information that provide integrated views necessary to assist with business concerns. Implement new statistical or other mathematical methodologies as needed for specific models or analysis. Lead the data acquisition, data mining, and overall project management duties related to one or more existing analytics project areas. Develop and analyze analytical data sets across multiple sources of data, creating meaningful visualizations and design and implement creative approaches to predictive modeling problems. Design, develop and run model assessments, validation, enhancement activities and balancing procedures to ensure integrity of data. Process, cleanse and verifying the integrity of data to be used for analysis. Develop and execute database queries and conduct analyses. Develop Proof of Concepts, work on projects, enhancements and any other technical tasks that need fast turnaround. Translate business requirements into specifications that will be used to drive data store/data warehouse/data mart design and configuration. Contribute to the creation of the Functional Specification and all required documentation for new projects. Provide second level support to resolve incidents within SLA timelines, conduct root cause analysis to resolve problems, and update all relevant process documentation.</td>
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ENQUIRIES: Ms Bulelwa Mtshizana Tel No: (011) 227 9000

NOTE: All shortlisted candidates may be required to write simulation test.

POST 14/105: OFFICE MANAGER
Directorate: Gauteng Audit Service

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Three-year tertiary qualification in office administration or Secretariat or Public Administration. 3-5 years' experience in administration and Executive Support/Secretariat.


ENQUIRIES: Ms Linda Ninzi Tel No: (011) 227 9000