ERRATUM: Kindly note that the post of Operational Manager Nursing: Specialty Critical Care (for Sebokeng Hospital) with Ref No: SEB-ONM/05 advertised in Public Service Vacancy Circular 15 dated 26 April 2019, the Salary and requirements of the post has been amended as follows: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife. At least 5 years of the 9 years must be appropriate/recognizable experience in Critical Care Unit after obtaining the one year diploma in Critical Care Nursing. The salary should be R562 800. People who applied are encouraged to re-apply, the closing date has been extended to the 29 May 2019. Kindly note that the post of Chief Clinical Technologist (Pulmonology) Grade 1 (for Chris Hani Baragwanath Academic Hospital) with Ref No: CHBAH 152 advertised in Public Service Vacancy Circular 16 dated 10 May 2019, the requirements of the post has been amended as follows: An appropriate B Tech degree or National Diploma in Clinical Technology in Pulmonology. A minimum of 3 years appropriate experience in a Hospital setting in Pulmonology, there is no need to re-apply as the application will be considered. Enquiries: Mr. MW Madondo Tel No: (011) 933-9412. Kindly note that the post of Diagnostic Radiographer with Ref No: KPHT/DR/05/19 (for Kalafong Provincial Tertiary Hospital) advertised in Public Service Vacancy Circular 16 dated 10 May 2019, was advertised with incorrect salary scale, the correct salary scale should be: Grade 1: R317 976 – R361 872 per annum, Grade 2: R372 810 – R426 291 per annum and Grade 3: R439 164 – R532 959 per annum.

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 17/135</th>
<th>HEAD CLINICAL DEPARTMENT (DENTAL): ORTHODONTICS REF NO: HCD/ORT/01/05</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Directorate: Orthodontics Department</td>
</tr>
<tr>
<td>SALARY</td>
<td>R2 161 416 – R2 294 040 per annum (inclusive package), excl commuted overtime</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Wits Oral Health Centre</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Orthodontics. Registration with HPCSA as a Dental Specialist in Orthodontics, Independent Practice. A minimum of 3 years appropriate Clinical experience as Specialist in Orthodontics after registration with Health Professional Council of South Africa. Supervision to completion of Orthodontics Registrars and MSc in Dentistry. Minimum of 3 years’ experience in management and supervision of junior staff members. Experience in teaching of under and postgraduate and proven research record. Good standing in the profession.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The incumbent will be responsible inter alia, for the general management and administration of the Orthodontics Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching &amp; training, development and supervision of research projects, academic outreach. Management of the department including Finances.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Prof MS Nemutandani Tel No: 011 488 4893/4864</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a></td>
</tr>
<tr>
<td>NOTE</td>
<td>Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted. NB: The incumbent should be a catalyst for Transformation. The academic level of the University appointment will be determined on an individual basis applicable to the University of the Witwatersrand criteria.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>31 May 2019</td>
</tr>
</tbody>
</table>
POST 17/136  :  HEAD CLINICAL UNIT (DENTAL): MAXILLO-FACIAL AND ORAL SURGERY
GRADE 1 REF NO: HCU/MFOS/01/06
Directorate: Maxillo-Facial and Oral Surgery

SALARY  :  R1 728 807 - R1 834 890 per annum (inclusive package) excluding commuted overtime

CENTRE  :  Wits Oral Health Centre

REQUIREMENTS  :  Registration with the HPCSA as Dental Specialist in Maxillo-Facial and Oral Surgery specialty. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or a in a recognized specialty. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.

DUTIES  :  To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Maxillo-Facial and Oral Surgery.

ENQUIRIES  :  Prof R Rikhotso Tel No: (011) 717 2130

APPLICATIONS  :  must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za

NOTE  :  Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

CLOSING DATE  :  31 May 2019

POST 17/137  :  DENTIST GRADE 3
Directorate: Orthodontics

SALARY  :  R1 089 693 (all inclusive)

CENTRE  :  Medunsa Oral Health Centre

REQUIREMENTS  :  Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest in Ortho. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.

DUTIES  :  The incumbent will be responsible for the following key performance areas: Provide Oral Health Services at SMU/Medunsa Oral Health Centre and participate in programme for Medunsa Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Orthodontics. Maintain physical and electronic records. Be willing to be developed in teaching and learning as well as in Research.

ENQUIRIES  :  Prof Sethusa Tel No: (012) 521 4853

APPLICATIONS  :  Applications must be hand delivered to Medunsa Oral Health Centre Human Resource Department, Room S521 Fifth floor to Ms I Makgatho or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001.

NOTE  :  People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE  :  31 May 2019

POST 17/138  :  MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: FERH/MED/04
Directorate: Medical

SALARY  :  Grade 1: R1 106 040 - R1 173 900 per annum (all-inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum (all-inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum (all-inclusive package)

CENTRE  :  Far East Rand Hospital

REQUIREMENTS  :  Appropriate qualification that allows registration with HPCSA as a Medical specialist in the internal medicine. Proof of current registration.
DUTIES: The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors. Willing to do commuted overtime.

ENQUIRIES: Dr PS Lobo Tel No: 011 812 8546

APPLICATIONS: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified copies, ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications). Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 31 May 2019

POST 17/139: MEDICAL SPECIALIST REF NO: HRM 37/2019
Directorate: Urology

SALARY: R1 106 040 per annum plus benefits
CENTRE: Steve Biko Academic Hospital

DUTIES: Patient care, research and academic programs in the department. Teaching of registrars, post and undergraduate students and provide academic and administrative leadership. Form part of the Urology department team in the hospital. Seeing patients and operation, conduct ward rounds, competency in theatre. Willingness to superspecialise will be a bonus.

ENQUIRIES: Prof. Moshokoa EM Tel No: (012) 354 1513
APPLICATIONS: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE: 31 May 2019

POST 17/140: REGISTRAR
Directorate: Maxillo Facial and Oral Radiology

SALARY: R821 205 per annum (all inclusive)
CENTRE: Medunsa Oral Health Centre
REQUIREMENTS: Degree in Dentistry. Registration with HPCSA as a Dentist with at least two years’ experience as a dentist and completed their community service obligation. Post graduates courses in Anatomy, Physiology, Pathology and completion of an ATLS course is a requirement. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.

DUTIES: The Registrar will pursue a course of study over five years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Maxillofacial and Oral Surgeon. Through The course of the study, the registrar will deliver service by undertaking treatment of patients at (Medunsa) Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health. The Registrar will also be required...
to execute research project as well as be involved in the training of undergraduate students.

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POST 17/145
REQUIREMENTS:
MBchB. Advanced life support training including any of the following: ACLS, ATLS, ANLS, EMTSS, VAPP, Empret airway course, Empret EKG course, EMSOE.

DUTIES:
Service delivery in the emergency unit at Steve Biko Academic Hospital. Managing P1 and P2 patients in the emergency unit. Managing of P3 patients in the triage section of the unit. Registrars are expected to perform a training program of 4 years. During this time they will rotate to other clinical departments that form part of their registrar program. They will also rotate to Kalafong and Tembisa hospitals for a period determined by the head of specialty. Registrars will be expected to present academic material in various forms during these days. Attendance of in-service training and M&M meetings. Presenting cases during academic meetings. Training of junior doctors, nurses and medical students. Overtime duties are included and are necessary part of the working hours in the emergency unit.

ENQUIRIES:
Prof Engelbrecht A Tel No: (012) 354 2147/4838

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

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

CLOSING DATE:
31 May 2019

POST 17/144:
MEDICAL OFFICER (ANAESTHETICS) REF NO: FERH/MED/05
Directorate: Medical

SALARY:
Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 362 366 per annum (all-inclusive package)

CENTRE:
Far East Rand Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with HPCSA as a medical practitioner. Post community service and Proof of current registration as a medical practitioner (Medical Doctor).

DUTIES:
The incumbent will be involved in peri-operative patients care which includes pre-anesthetic check & plan, Anaesthesia, pain control and post-operative care in recovery. Teaching junior doctors. Follow protocols of Witwatersrand University cluster. Willing to do commuted overtime.

ENQUIRIES:
Dr PS Lobo Tel No: 011 812 8546

APPLICATIONS:
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE:
Applications must be submitted on Z83 form, CV, certified Copies, ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE:
31 May 2019

POST 17/145:
MEDICAL OFFICER (FAMILY MEDICINE) REF NO: FERH/MED/06
Directorate: Medical

SALARY:
Grade 1: R821 205 – R884 670 per annum (all-inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (all-inclusive package)
CENTRE: Far East Rand Hospital

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a medical practitioner. Post community service and Proof of current registration as a medical practitioner (Medical Doctor). Good interpersonal, communication and computer skills. Independent and effective decision-making. ATLS/ACLS/PALS will be advantageous. Diploma in Family medicine or/and HIV management will be advantageous.

DUTIES: The incumbent will co-ordinate and manage care at the outpatients department, emergency during calls and HIV clinics. Being able to interact with the referring clinic and provide guidance for improving care at the primary health service level. Participate in CME as well as mortality & morbidity meetings. Supervising of junior doctors (undergraduate doctors, interns and community service). Willing to do commuted overtime.

ENQUIRIES: Dr PS Lobo Tel. No: 011 812 8546

APPLICATIONS: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies, ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 31 May 2019

POST 17/146: DENTIST GRADE 1 (DEVELOPMENT) (X5 POSTS)

Directorate: MFOS (X2 Posts); Perio (X1 Post); Prosth (X1 Post); and Comm Dent (X1 Post)

SALARY: R797 109 per annum (all inclusive)

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.


ENQUIRIES: Prof Munzhelele Tel No: (012) 521 4858

APPLICATIONS: The applications can be hand delivered to Medunsa Oral Health Centre Human Resource Department, Room S521 Fifth floor to Ms I Makgatho or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

CLOSING DATE: 31 May 2019
POST 17/147: PHARMACIST REF NO: LERA/PHARM/0014 (X2 POSTS)
Directorate: Allied

SALARY: Grade 1: R693 372 - R735 918 per annum (All inclusive package)
Grade 2: R751 026 – R797 109 per annum (All inclusive package)
Grade 3: R821 205 – R871 590 per annum (All inclusive package)

CENTRE: Leratong Hospital

REQUIREMENTS: Basic qualification accredited with South African Pharmacy Council That allows registration with SAPC as a Pharmacist. Ability to work in a team. Basic computer skills. Good interpersonal relations and communication skills. Customer focus and responsiveness. Good technical work skills. Time management skills. Good analytical skills. Embedded knowledge regarding GPP/GMP and DSM. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.


ENQUIRIES: Ms Rehana Laher Tel No: 011 411 3882
APPLICATIONS: Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached Certified copies of ID document, relevant qualification/s including matric certificate, SAPC registration certificate and proof of current registration with SAPC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

CLOSING DATE: 31 May 2019 at 12h00 PM

Directorate: Nursing Education and Training

SALARY: PND3: R579 696 – R672 018 per annum (plus benefits)

CENTRE: Ann Latsky Nursing College

REQUIREMENTS: Bachelor’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Registration in Clinical Nursing, Health Assessment Treatment and Care and up to date in respect of clinical practice. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A
minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

DUTIES: Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

ENQUIRIES: Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8900.

APPLICATIONS: Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006 or apply online at: www.gautengonline.gov.za

NOTE: Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

CLOSING DATE: 31 May 2019

POST 17/149: HEAD OF DEPARTMENT NURSING COLLEGE – GENERAL NURSING SCIENCE REF NO: 3/4/1/2/4
Directorate: Nursing Education and Training

SALARY: PND3: R579 696 – R672 018 per annum (plus benefits)

CENTRE: Ann Latsky Nursing College

REQUIREMENTS: Bachelor’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Registration in Clinical Nursing, Health Assessment Treatment and Care and up to date in respect of clinical practice. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Up-to-date in respect to clinical practice and experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

DUTIES: Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education.
Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

**ENQUIRIES** : Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8900.

**APPLICATIONS** : Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006 or apply online at: www.gautengonline.gov.za

**NOTE** : Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

**CLOSING DATE** : 31 May 2019

**POST 17/150** : HEAD OF DEPARTMENT NURSING COLLEGE – PSYCHIATRIC NURSING SCIENCE REF NO: 3/4/1/2/3

**Directorate** : Nursing Education and Training

**SALARY** : PND3: R579 696 – R672 018 per annum (plus benefits)

**CENTRE** : Ann Latsky Nursing College

**REQUIREMENTS** : Bachelor’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Bachelor’s degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice and up-to-date in respect to clinical practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

**DUTIES** : Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

**ENQUIRIES** : Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8900.

**APPLICATIONS** : Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006 or apply online at: www.gautengonline.gov.za

**NOTE** : Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

**CLOSING DATE** : 31 May 2019
POST 17/151  :  OPERATIONAL MANAGER REF NO: FERH/NURSE/06
Directorate: Nursing

SALARY  :  Grade 1: R444 276– R500 031 per annum
          Grade 2: R515 040 – R579 696 per annum

CENTRE  :  Far East Rand Hospital

REQUIREMENTS  :  Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse. A minimum of seven (7) years’ appropriate recognisable experience after registration as a professional nurse with SANC.

DUTIES  :  The incumbent will be responsible for female medical unit. The overall supervision and provision of a holistic, safe patient care will be his/her responsibility in this unit. The planning, organizing and control of departmental activities in the unit. The coordination of duties performed by all categories of staff. The preparations and implementation of all quality imperatives according to the quality assurance directives will be managed, monitored and evaluated by the operational manager of this area. Planning, implementation and evaluation of nursing staff performance as well as work attendance. Ensuring material resources availability for the unit as well as escalating all deviations that will bring the department into disrepute to management.

ENQUIRIES  :  Dr. C Ndobe Tel No: 011 812 8308

APPLICATIONS  :  Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE  :  Applications must be submitted on Z83 form, CV, certified Copies, ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications). Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE  :  31 May 2019

POST 17/152  :  SESSIONAL MEDICAL OFFICER CASUALTY REF NO: LERA/SMOC/0015
Directorate: Medical

SALARY  :  Grade 1: R410 800 per annum (20 maximum hours per week) (All – Inclusive Package)
          Grade 2: R470 080 per annum (20 maximum hours per week) (All – Inclusive Package)
          Grade 3: R544 960 per annum (20 maximum hours per week) (All – Inclusive Package)

CENTRE  :  Leratong Hospital

REQUIREMENTS  :  Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES  :  Full participation in all activities as required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and
development of maintenance in productivity standards and participate in NCS and LEAN management.

ENQUIRIES: Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679
APPLICATIONS: should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached Certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

CLOSING DATE: 31 May 2019 (at 12h00 PM)

POST 17/153: SESSIONAL MEDICAL OFFICER ANESTHESIA REF NO: LERA/SMOA/0016
Directorate: Medical

SALARY: Grade 1: R410 800 per annum (20 maximum hours per week) (All – Inclusive Package)
Grade 2: R470 080 per annum (20 maximum hours per week) (All – Inclusive Package)
Grade 3: R544 960 per annum (20 maximum hours per week) (All – Inclusive Package)

CENTRE: Leratong Hospital

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be added advantage; Diploma in Anesthetics, Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Full participation in all activities as required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in NCS and LEAN management.

ENQUIRIES: Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679
APPLICATIONS: should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached Certified copies of ID document, relevant qualification/s including matric
Certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

CLOSING DATE: 31 May 2019 (at 12h00 PM)

POST 17/154: PROFESSIONAL NURSE- SPECIALTY: NEONATAL ICU REF NO: FERH/NURSE/07 (X1 POST)
Directorate: Nursing

SALARY: Grade 1: R383 226 - R444 276 per annum
         Grade 2: R471 333 - R579 696 per annum

CENTRE: Far East Rand Hospital

REQUIREMENTS: A minimum of Four (4) years appropriate/recognisable nursing experience as a Professional nurse with South African Nursing council (SANC) and registered with SANC as a Professional nurse specialty. One (1) year experience after obtaining the post basic qualification in advanced midwifery and neonatal nursing science.

DUTIES: Provision of optimal holistic specialized nursing care within the set standards, professional and legal framework. Promotion of scientific, high quality nursing care that is cost effective and efficient in the area allocation. Will be a shift leader that is responsible for the planning, organizing, co-ordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times.

ENQUIRIES: Dr. C Ndobe Tel No: 011 812 8308

APPLICATIONS: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies, ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications). Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 31 May 2019

POST 17/155: PROFESSIONAL NURSE SPECIALTY: OCCUPATION HEALTH AND SAFETY
Directorate: Occupational Health

SALARY: R383 226 - R579 696 per annum (Plus benefits)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: Grade 12. 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 accredited with SANC in
terms of Government Notice R212 in Occupational Health and Safety. A minimum of four (4) years appropriate or recognisable experience in nursing after registration as a Professional Nurse. Computer literacy. A code B drivers license. Must have extensive knowledge of Occupational Health and Safety legislations.


**ENQUIRIES**: Ms. GE Khumalo Tel No: 012 319 2644

**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, 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.

**CLOSING DATE**: 31 May 2019

**POST 17/156**: LECTURER PNDI / PNDII: GENERAL NURSING SERVICE REF NO: 004028 (X2 POSTS)

Directorate: Nursing Education and Training

**SALARY**: PNDI: R383 226– R444 276 per annum (plus benefits)

**CENTRE**: SG Lourens Nursing College

**REQUIREMENTS**: PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A postbasic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver’s license. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recongnisble experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recongnisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years’ experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver’s license. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

**DUTIES**: Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development.
Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student’s competence. Participate in research on Nursing Education.

ENQUIRIES: Ms J.E. Malobola Tel No: (012) 319 5601
APPLICATIONS: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001.

NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.

CLOSING DATE: 31 May 2019

POST 17/157: ASSISTANT DIRECTOR: COMMUNICATION REF NO: FERH/COMM/01 (X1 POSTS)
Directorate: Communications

SALARY: R376 596 – R454 920 per annum
CENTRE: Far East Rand Hospital
REQUIREMENTS: An appropriate three (3) years national tertiary qualification (diploma/Degree) in public relations, journalism or communications. A minimum of Three (3) years relevant experience in within the field of media and communication environment. Good understanding of relevant legislations and prescripts including systems and procedures. Excellent working knowledge of writing, sub-editing and understanding of the media environment in Gauteng and South Africa. Research, scripting, content management, editing, proof reading and project management skills. Valid code 08/EB driver’s license. Computer literacy (MS Office suites, MS Word, MS Excel). Excellent communication skills (verbal and written) and reporting skills. Must have good interpersonal relations and presentation skills. Decision making skills. Must be able to work under pressure and put extra hours when necessary.

DUTIES: Provide an efficient and effective communication support services to the department. Implement public relation strategies in line with the strategic objectives of the department’s communication strategy. Manage marketing and branding of the department. Facilitate public relations functions in the department. Co-lead all internal and external communication initiative of the department. Market and liaise with the media. Co-ordinate public relation activities. Market and co-ordinate hospital events. Draft briefing notes for press briefing. Draft press statements, media invitations and media response. Maintain the media database on regular basis. Provide monthly reports. Maintain departmental newsletters and electronic website. Write regular opinion pieces for the department and promote departmental programs in the media. Supervise, develop and manage employees performance in accordance with the performance management and development system (PMDS).

ENQUIRIES: Dr C Ndobe Tel No: 011 812 8308
APPLICATIONS: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies, ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. Suitable candidates will be subjected to Occupational Health and
Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 31 May 2019

POST 17/158 : RADIOGRAPHER REF NO: LERA/RADIO/0018 (X1 POST)
Directorate: Allied

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R395 703 per annum (Plus benefits)
Grade 3: R401 640 – R426 291 per annum (Plus benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as an independent diagnostic radiographer. Current registration with HPCSA as an independent diagnostic Radiographer. Candidates completing community service by the 31 May 2019 will be considered. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing. Good interpersonal skills. Knowledge of guidelines and polices governing the Health Sector and Radiography Profession. Knowledge in Radiographic procedures. Quality control and record keeping processes is essential. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service Policies and Acts. Manage conflicts and implement corrective measures. Implement all governing departmental policies. Carry out duties according to delegation.

ENQUIRIES : Ms M. Ratshilumelo Tel No: (011) 411 3573

APPLICATIONS : should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached Certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

CLOSING DATE : 31 May 2019 (At 12h00 PM)

POST 17/159 : LABOUR RELATIONS OFFICER
Directorate: Human Resource Management

SALARY : R257 508 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS: A relevant NQF level 6 in Labour Relations Management/Human Resource Management. Appropriate Experience in human resource management/labour relations management. A good team player. A firm communication skills and analytical skills. A good team player. A firm commitment to the hospital’s success. Absolute commitment to customer services. In depth understanding of applicable legislation and various policies and procedures regulating employment relations. Good report writing skills. Valid driver’s license. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.

DUTIES: Coordinates all external referred disputes i.e. labour court, CCMA etc. Arrange and collate background information on disputes. Give advice to management and staff on labour related matters. Build and maintain constructive agreements. Provide training to line managers and supervisors. Assist the Assistant Director on labour related matters.

ENQUIRIES: Ms I Makgatho Tel No: (012) 521 5869

APPLICATIONS: The applications can be hand delivered to Medunsa Oral Health Centre Human Resource Department, Room S521 Fifth floor to Ms I Makgatho or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. People with disability are encouraged to apply.

CLOSING DATE: 31 May 2019

POST 17/160: STATE ACCOUNTANT
Directorate: Finance

SALARY: R257 508 per annum (plus benefits)

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS: An appropriate recognised 3-year relevant qualification (National Diploma/Degree) plus 3 to 5 years’ experience in Finance Management/Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts, Public Finance Management Act (PFMA) 81 Treasury Regulations. SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver’s license. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.

DUTIES: Receive the RLS01s from various units and check funds availability as well as per relevant SCOA Codes. Management on salary related matters. Reconciliation of BAS/Persal interfaces on a monthly basis. Capture and maintain budget on BAS. Authorization of journals on SAP Liaise with Budget managers and capture intended expenditure as projections per item for procurement in accordance in accordance with their Operational and demand Plans and provided them with copies of their cash flow spread sheets. Update cash flow spread sheets as well as IYM templates for expenditure. Compare quarterly reports on progress with PMDS Review Timeline.

ENQUIRIES: Mr Kruger Tel No: (012) 521 4911

APPLICATIONS: SMU/Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001 or hand delivered to SMU/Medunsa Oral Health Centre HR Level 5.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certified qualification Certificates. People with disability are encouraged to apply.

CLOSING DATE: 31 May 2019

POST 17/161: NETWORK CONTROLLER REF NO: 004038 (X1 POST)
Directorate: Information Communication Technology

SALARY: R257 508 per annum (Level 07) (Plus benefit)

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Grade 12 equivalent with 5-10 years’ experience or tertiary qualification / NQF Level 6 in Information Technology coupled with recognized industry certificates and with an advantage of ITIL. 3 -5 years of relevant and proven working experience as a Network Administrator or similar is essential. Must have a valid Driver’s License. Good communication, negotiation and customer relationship

**DUTIES**
- Performing backups. Monitoring wide and local area networks. Detecting and repairing faults on LAN/WAN, PCs, peripherals, network point and software.
- Desktop support. Managing and maintaining a virus-free network. Leasing with users on request/fault. Installing, support software/applications and print routing. Managing and monitoring telephony and creating of speed dials and pin codes.
- Active directory management Installation of electronic system (Citrix).
- Responsible to supervise ICT staff. Perform any relevant duties as requested and delegated by the supervisor.

**ENQUIRIES**
Mrs D Mkhize Tel No: 012 841 0998

**APPLICATIONS**
to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng street, Tsamaya Road, Mamelodi East, or submit on line at www.gautengonline.gov.za

**FOR ATTENTION**
Ms. S Masilela – (Recruitment section)

**NOTE**
Applications should include Z83, CV, Certified copies of ID and Qualifications

**CLOSING DATE**
31 May 2019

**POST 17/162**
ADMINISTRATION OFFICER (FMU) REF NO: 004037

**SALARY**
R257 508 – R303 339 per annum (Plus benefits)

**CENTRE**
Mamelodi Regional Hospital

**REQUIREMENTS**
Grade 12 or NQF level 4, N3 (Passed trade test in building). A valid driver’s license. Computer literacy. Experience of minimum 1-2 years’ experience in facility management. Preference will be given to internal staff and designated groups.

**DUTIES**
- Monitor the credibility of technical data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation of maintenance and infrastructure projects in the institution. Draft reports, monitoring contractors from the appointment date to completion date, plan and execute inspections on infrastructure projects (building, electrical and mechanical), implement condition assessments, prepare and be able to analyse other specifications, develop bill of quantities, develop proposals and associated costs, implement inspections on projects (maintenance and infrastructure projects) Facilitate and resolve problems. Implement assessments. Supervise and monitor performance of staff in FMU and property caretaker departments. Perform any other relevant duties as delegated by the manager.

**ENQUIRIES**
Mr N Lusenga Tel No: (012) 842 0967

**APPLICATIONS**
must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.

**NOTE**
Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. Suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance. Preference will be given to internal staff and designated groups.

**CLOSING DATE**
31 May 2019

**POST 17/163**
PROFESSIONAL NURSE- HAST REF NO: FERH/NURSE/08

**SALARY**
Grade 1: R256 905 - R297 825 per annum
Grade 2: R315 963 - R362 865 per annum
Grade 3: R383 226 - R485 475 per annum

**CENTRE**
Far East Rand Hospital

**REQUIREMENTS**
Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse. NIMDR certificate will be an added advantage.
DUTIES: Provision of high quality nursing care that is holistic and is patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practise of nurses and legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

ENQUIRIES: Ms E Mawela Tel No: 011 812 8318
APPLICATIONS: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 31 May 2019

POST 17/164: POST BASIC PHARMACIST ASSISTANT REF NO: LERA/PBPA/0014 (X1 POST)
Directorate: Allied

SALARY: Grade 1: R208 383 - R234 738 per annum (Plus benefits)
Grade 2: R241 839 – R256 686 per annum (Plus benefits)
Grade 3: R262 068 – R299 658 per annum (Plus benefits)

CENTRE: Leratong Hospital

REQUIREMENTS: Basic qualification accredited with South African Pharmacy Council That allows registration with SAPC as a Post basic Pharmacy assistant. Basic computer skills. Good interpersonal relations and communication skills. Customer focus and responsiveness. basic data collection and analysis skills. Time management skills. Basic problem solving and decision making skills. Good organizational skills. Embedded knowledge regarding GPP/GMP and DSM. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.


ENQUIRIES: Ms Rehana Laher Tel No: 011 411 3882
APPLICATIONS: Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
Attached Certified copies of ID document, relevant qualification/s including matric certificate, SAPC registration certificate and proof of current registration with SAPC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 of which one must be an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidate(s) for the post(s).

CLOSING DATE : 31 May 2019 (12H00 PM)

POST 17/165 : HANDYMAN
Directorate: Procurement

SALARY : R173 703 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Grade 12 plus handyman Certificate, 5-7 years’ experience as a handyman. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.
DUTIES : To ensure that facilities and equipment in the organisation are in good shape at all times for human utilisation. To ensure that all office appliances, hospital equipment is properly fixed and function very well at all times. Perform all carpentry work, fixing of doors and furniture, plumbing and fixing of electric appliances. To carry out general inspection around the hospital to avoid casualties that may arise from sudden malfunctioning around the hospital. To attend to members of staff promptly when need arises.

ENQUIRIES : Mr B Makhubela Tel No: (012) 521 4407
APPLICATIONS : The applications can be hand delivered to Medunsa Oral Health Centre
CLOSING DATE : 31 May 2019

POST 17/166 : NURSING ASSISTANT REF NO: STDH/0004 (X1 POST)
Directorate: Nursing Services

SALARY : R132 525 – R149 163 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 plus one year Nursing Auxiliary Certificate that allows registration with the South African nursing council. Good communication skills, basic writing skills, ability to function as part of a team, basic interpersonal skills. Knowledge of Nursing care process and procedures, Nursing statutes and other relevant legal frameworks such as: Nursing act, Scope of practices Act, patients’ Rights Charter, Batho- Pele Principles, Labour Relations Act, Disciplinary Code and Procedure as well as Grievance Procedure. Knowledge of infection control principles.

ENQUIRIES : Ms BM Rikhotso Tel No: (011) 531 4304/4302
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham
NOTE : To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).
CLOSING DATE : 31 May 2019
<table>
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<tr>
<th>POST 17/167</th>
<th>OPERATOR</th>
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<tbody>
<tr>
<td>Directorate: Administration</td>
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<tr>
<td>SALARY</td>
<td>R122 595 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Medunsa Oral Health Centre</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12/Abet Certificate. Good writing and communication skills. Be able to work as a team and good interpersonal skills. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.</td>
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<td>DUTIES</td>
<td>Production and binding of documents. Delivering of documents to different offices and collecting mail from the post office, keeping record of production of documents. Maintenance of photocopier machine.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr B Makhubela Tel No: (012) 521 4407</td>
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<tr>
<td>APPLICATIONS</td>
<td>The applications can be hand delivered to Medunsa Oral Health Centre or Posted to Medunsa Oral Health Centre Private Bag X848 Medunsa 0408.</td>
</tr>
<tr>
<td>NOTE</td>
<td>People with disability are encouraged to apply.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>31 May 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 17/168</th>
<th>PROPERTY CARETAKER REF NO: STDH/0005 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate: Admin &amp; Support Services</td>
<td></td>
</tr>
<tr>
<td>SALARY</td>
<td>R102 534 – R120 780 per annum plus benefits</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Sizwe Tropical Disease Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 Certificate. Horticulture certificate and a valid driver's license will be an advantage. Work as a team and rotate to other sections. Gardening/grounds experience will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, Cleaning of machines and tools after use, Loading and offloading of furniture. Cleaning of storm water and gutters. Keep equipment and tools safe. Communicate with all stakeholders, Adhere to infection control. Carry lawful instructions given by the supervisor.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms CT Mtsweni Tel No: (011) 531-4378</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham</td>
</tr>
<tr>
<td>NOTE</td>
<td>To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>31 May 2019</td>
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</tbody>
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<tr>
<th>POST 17/169</th>
<th>CLEANER REF NO: STDH/0006 (X2 POSTS)</th>
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<td></td>
</tr>
<tr>
<td>SALARY</td>
<td>R102 534 – R120 780 per annum plus benefits</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Sizwe Tropical Disease Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 certificate. Ability to read and write. Be prepared and able to work shifts, weekends and Public holidays. Work as a team and rotate to other sections. Cleaning experience will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Cleaning duties in all sections of institutions i.e. mopping, sweeping, scrubbing and polishing of floors. Clean walls, windows and toilets. Replace soap, toilet papers and empty bins. Proper use and management of cleaning equipment, waste and chemicals. Any other general duties that may be required by the supervisor.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms BD Leso Tel No: (011) 531-4302/4460</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham</td>
</tr>
<tr>
<td>NOTE</td>
<td>To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).</td>
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</tbody>
</table>
POST 17/170 : CLEANER REF NO: 004024
Directorate: Support Staff

SALARY : R102 534 per annum (plus benefits)
CENTRE : SG Lourens Nursing College


ENQUIRIES : Ms JE Maloloba Tel No: (012) 319 5601
APPLICATIONS : Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za
NOTE : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Males are encouraged to apply. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE : 31 May 2019

PROVINCIAL TREASURY

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 31 May 2019
NOTE : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, comprehensive CV, certified copies of ID and all Qualifications to be attached. 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.

MANAGEMENT ECHELON

POST 17/171 : CHIEF DIRECTOR: PUBLIC FINANCE
(5 Year Fixed Term Contract)
Directorate: Public Finance

SALARY : R1 189 338 (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Economics. A Master’s Degree will be an added advantage. 5 years relevant experience at a Senior Management Level.
DUTIES : To ensure that resources are effectively and efficiently utilized by all spending agencies in GPG. Provide strategic, technical and financial management support to all GPG departments. Provide guidance on the formulation and implementation of budget policy for the Medium-Term Expenditure Framework (MTEF) budget process. Monitoring, evaluation and analysis of spending on conditional grants by all relevant departments. Identify efficiency gains and making appropriate recommendations to department. Utilize decision-making tools and conduct economic evaluation to determine the feasibility of proposed alternatives in order to ensure value for money. Provide strategic and technical support to all GPG departments Develop monitoring and evaluation systems to measure performance, increase transparency and accountability and thus improve service delivery. Improve co-operation with other units within Sustainable Fiscal Resource Management (SFRM) and other units within GPT and GPG departments.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: (011) 227 9000

POST 17/172 : DIRECTOR: CONTRACT MANAGEMENT
(5 Year Fixed Term Contract)
Directorate: Provincial Supply Chain Management

SALARY : R1 005 063 (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Business or Logistics or Supply Chain Management with contract management modules. Minimum 5 years’ experience at Middle/Senior Management. 5 years experience in contract management and/or strategic sourcing. An understanding of public sector supply chain management policies and procedures. Knowledge and experience in using SAP R/3, SRM and CRM. Knowledge and experience in using Microsoft Office Suite.
DUTIES : Develop best procurement practice for the GPG. Render effective and efficient contract management to the GPG. Liaise with GPG in the establishment and maintenance of contract management controls. Administer transversal term contracts. Assess and report on contract performance and trends for all contracts in the Gauteng Province and devise strategies to close out identified deficiencies and risks related to contract management.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: (011) 227 9000

POST 17/173 : DIRECTOR: REVENUE FUND MANAGEMENT
(5 Year Fixed Term Contract)
Directorate: Revenue Fund Management

SALARY : R1 005 063 (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Internal Audit/Auditing/Accounting. 5 years of experience at Middle/Senior Managerial level in Internal Audit/Auditing/Accounting.
DUTIES : Ensure that the Provincial Revenue Fund is managed in accordance with section 21 of the PFMA and the preparation of the Provincial Revenue Fund financial statements in accordance with the modified cash standards prescribed by National
Treasury. Efficient and effective management of the revenue fund unit to achieve strategic and operational objectives. Obtain an unqualified audit opinion with no matters from the previous financial year for the Provincial Revenue Fund’s annual financial statements. Manage the internal and external audit processes and ensure timely responses to audit findings. General Management.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: (011) 227 9000

POST 17/174 : DIRECTOR: INTERNAL RISK MANAGEMENT
(5 Year Fixed Term Contract)
Directorate: Internal Risk Management

SALARY : R1 005 063 (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Internal Auditing/Finance/Risk Management. 5 years of experience at Middle/Senior Managerial level in Risk/Ethics Management.

DUTIES : To manage, implement and coordinate the risk management strategy and policy of the department in line with the GPG Enterprise Risk Management Framework and Standards. Facilitate, coordinate and audit a departmental risk programme based on GPG risk strategy and framework. Ensure alignment of departmental risk management policy based on international best practices. Develop a risk mitigation strategy to address departmental risk in a coordinated manner. Conduct the full scope of departmental risk project management and extensive risk awareness programmes in various business units. Participate in National and Provincial Risk Management Forums/Anti-Fraud and Anti-Corruption Forums. Oversee and manage the development and implementation of integrity management and ethics standards in the department. Provide support to the Risk and Ethics Management Committee.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: (011) 227 9000

POST 17/175 : DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)
(5 Year Fixed Term Contract)
Chief Directorate: Corporate Services

SALARY : R1 005 063 (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Information Systems or Computer Science or equivalent qualification; 5 years' experience at middle/senior managerial level in ICT Infrastructure operations management or related ICT discipline; A valid driver's license. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.

DUTIES : Align the department's information management, information systems and information technology strategy with the strategic direction of the department considering the strategic direction of Government Develop information management and information technology policies, strategies, standards, guidelines, best practices, procedures and regulations derived from the prescripts, legislation, regulations, cabinet resolutions, strategies, policies, norms, standards and procedures developed by the Government Information Technology Officers' Council (GITOC) and DPSA. Promote effective management of information and information technology as enabler of a strategic resource. Create an enabling environment for users to perform their functions more effectively and efficiently. Control of the Memorandum of Understanding and Service Level Agreement with the Department of e-Government and other suppliers of information management and information technology goods and services. Utilise of security mechanisms and ensure compliance to the relevant regulatory framework. Oversee the management of the ICT Infrastructure. Manage ICT Security requirements. Oversee the development, implementation and review of the Information Knowledge Management (IKM) Strategy in line with the service delivery
requirements in the Department. Manage ICT Risk and attend to all ICT risk matters as identified.

ENQUIRIES: Ms Bulelwa Mtshizana Tel No: 011 227-9000

OTHER POSTS

POST 17/176: DEPUTY DIRECTOR: SYSTEM SUPPORT
Directorate: Financial Information Management Systems

SALARY: R733 257 (All inclusive-package)
CENTRE: Johannesburg
REQUIREMENTS: Tertiary Qualification NQF Level 7 as recognised by SAQA in Computer Science or Information Technology or Informatics or Financial Information Systems or Finance related qualification. 3-5 years’ experience at Junior Management level (ASD) experience in System Support. Proven experience in system support in procurement, Inventory and Financial Accounting. Experience in a full cycle of project implementation. The candidate must have good knowledge and understanding ERP procurement system. Ability to work in Agile project environment and manage multiple projects. Essential skills required are in areas of procurement and ICT policy, strategy, legislative analysis, interpretation, communication (including report writing), problem solving, analytic, financial and people management and development skills. The incumbent must be able to work independently and as part of a team player and be innovative.

DUTIES: Provide professional and specialised procurement system support to the GPG Departments. (extensive knowledge of ERP system support and project implementation is recommended). Strategy and Planning: Provide strategic leadership to the development, management and implementation of financial systems. Lead, co-ordinate, provide guidance to develop and manage systems, policies and procedures for continuous improvement. Review and implement business processes for procurement and inventory management reforms. Oversee and manage the rollout of inventory management in the province. Identify and lead the implementation of new reforms in the training of systems. Oversee and review reporting on systems support, and Training business unit. Monitor the performance of the unit against business and project plans and take corrective measures. Monitor project implementation progress of all approved projects. Oversee the development of the operational plan and risk registers for the business unit and report on implementation progress. Oversee and monitor the management of internal controls in line with the existing applications. Establish and maintain strategic partnerships with internal and external stakeholders. Oversee the tracking of customer queries and enquiries and the resolution thereof. Manage the relationships with key stakeholders to ensure implementation of new reforms. Address identified challenges faced by clients. Oversee and monitor the supply of audit information, actions to minimize audit findings and the management of responses. Oversee and manage the reporting of compliance measures and whether applicable laws / regulations and guidelines are followed throughout the system development life cycle (SDLC).

ENQUIRIES: Ms B Mtshizana (011) 227 9000
NOTE: All shortlisted candidates may be required to write simulation test.

POST 17/177: ASSISTANT DIRECTOR: MARKET AND INDUSTRY RESEARCH
Directorate: Provincial Supply Chain Management

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A 3 year tertiary qualification (NQF Level 6) as recognized by SAQA National Diploma in Marketing or Research. A minimum of 3 to 5 years’ experience within the Market Research Industry. Strong analytic and critical thinking skills. Experience in data collection, compilation, analysis and research report writing.

DUTIES: To provide up to date reliable research information and designing. Developing and maintaining Provincial Supply Chain Management Research Intelligence (for analysis, benchmarking and recommendation) to enable fairness, equityability, transparency, competition and cost effectiveness in decision making. Manage the
design, development and maintenance of a government procurement analysis, benchmarking, monitoring and evaluation system to enable and support. Manage the development and maintenance of Market intelligence reporting tools and databases. Manage the research, design and development of research specifications and templates for an integrated state SCM system, for use and/or adoption by provincial departments. Manage the design, development and maintenance of a strategic procurement management system and database for the research and analysis of strategic commodities available (Local and International). Manage the design, development, analysis and provision of research reports, but not limited. Collaborate with internal and external departments, professional bodies and research stakeholders to deliver world-class research reports to departmental units and provincial departments.

ENQUIRIES
Ms Tshiamo Sokupha Tel No: (011) 227-9000

POST 17/178
ASSISTANT DIRECTOR: BUSINESS ANALYST
Directorate: Financial Information Management Systems

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS:
A three-year tertiary qualification, e.g. National Diploma or Degree, in IT / Financial Information Systems or any Finance related qualification with Business Analyst Certification. 3 - 5 years’ experience in a Financial System environment at a functional level with project management exposure as an added advantage. Knowledge and understanding of the public sector financial systems (BAS, or PERSAL, or SAP). Analysis and problem-solving abilities.

DUTIES:
Ability to develop and prepare business requirements, functional specifications and data requirements using both written and visual presentation that is appropriate and understandable for both business and technical audiences. Conduct gap analysis, risks and improvement initiatives. Work with development, QA, and production teams to communicate, verify, and test the desired functionality. Work with the business units to demonstrate the system and ensure requirements are met. Overseeing the implementation of system changes. Understanding the system development life cycle. Gather existing process documentation, analyse and clearly document business process requirements for the automation build including exception handing scenarios and process metrics such as volumes, SLAs. Plan and facilitates user acceptance testing and project meetings. Prepare training manuals and provide training to the business and their teams on the performance of the new solution. Plan and oversee that all project management document requirements are adhered to and safeguarded. Develop future business processes that are cost effective that results in the overall improvement of productivity within the organisation.

ENQUIRIES:
Mr Sihle Hlomuka Tel No: (011) 227 9000