

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

In line with Employment Equity Plan of the Gauteng Department of Economic Development, it is our intention to achieve equity in the workplace by offering opportunities for promotion and fair treatment through elimination of unfair discrimination. Previously disadvantaged groups are encouraged to apply, preference will be given to people with disabilities and female candidates. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : CVs must be forwarded to this email address Recruitment.DED@gauteng.gov.za only.
- CLOSING DATE** : 10 June 2019
- NOTE** : Applications must be submitted on Z83 forms, obtainable from any Public Service Department. The completed and signed Z83 form should be accompanied by a recently updated CV as well as originally 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 shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Kindly note that successful candidates will be subjected to a competency assessment, security clearance in terms of a criminal record check, reference checks and verification of qualifications. All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department. For SMS posts, following the interview and exercise, the recommended candidate/s will attend a generic managerial competency assessment.

MANAGEMENT ECHELON

- POST 18/214** : **DEPUTY DIRECTOR-GENERAL: BUSINESS REGULATION AND GOVERNANCE**
Directorate: Business Regulation and Governance

- SALARY** : R1 446 378 - R1 629 348 per annum (Level 15) (all-inclusive package)
- CENTRE** : Umnotho House Johannesburg
- REQUIREMENTS** : A Law Degree or Public Administration/ Business Management (NQF L7) and a post graduate qualification (NQF L8) as recognized by SAQA. 8-10 years' experience at Senior Management level. Ability to work at senior levels managing complex and diverse interests, spanning over diverse geographic, demographics and political spectrum. Proven ability to analyse, collate and interpret complex interrelationships governed by legislation. Proven ability to engage, support and interrogate internal and external stakeholders on governance obligations in a manner that provides for achievement of GDED's, short, medium and long-term requirements. Driver's License: code EB.

- DUTIES** : Collate strategic information required to develop a strategy, such historical information on regulation and governance trends in the Province, past strategies, baseline for good regulatory and governance requirements for the Department and the Province as well as GDED strategic requirements. Validate National and Provincial strategies on business regulation, previous strategy contents, budgets and performance indicators for relevance and develop a business regulation and Governance strategy and plan, supported by budgets and KPI's. Engage various internal and external stakeholders for input, buy in and or re-adjustments of the strategy. Facilitate approval of strategy and budgets. Develop an understanding of the gaps in the current processes, policies and procedures used in the implementation of Business Regulation and Governance matters as well as alignment with the aspirations of South Africa, the Province and GDED. Audit current systems, policies, procedures, gaps to evaluate appropriateness and impact on delivery of GDED's strategic objectives as well as compliance with relevant legislation and or governance frameworks. Design a process to develop processes, systems and procedures for critical areas identified as important to

have policies and procedures. Conduct a needs analysis for stakeholder engagement with Provincial Government Departments, Municipalities, Business, and Societal bodies on matters of Business Regulation and Governance. Engage provincial law enforcement authorities, such as SAPS, Metro Police and other law enforcement agencies to validate scope of relevant authorities and service level agreements. Compare and contrast with requirements for GDED, as well as Economic agenda of South Africa and the Province and develop an enforcement and compliance needs assessment. Develop guidelines and processes to address requirements identified on the needs assessment. Develop capacity building interventions to ensure that there is capability to implement enforcement of compliance with legislation, governance and related business mandates of the Province. Implement capacity building initiatives, monitor and refine for effective implementation. Define budgetary requirements for the function as per guidelines and the PFMA requirements. Get approval through the GDED Governance structures. Execute and report as per approvals. Define employee needs of the Branch. Recruit, appoint, and develop employees. Performance manage, reward and discipline employees.

- ENQUIRIES** : Siphwe Nhlapho Tel No: 011 355 8540
- POST 18/215** : **CHIEF DIRECTOR: STRATEGIC PLANNING AND MONITORING & EVALUATION**
Directorate: Strategic Planning
- SALARY CENTRE REQUIREMENTS** : R1 189 338 - R1 422 012 per annum (Level 14) (all-inclusive package)
: Umnotho House Johannesburg
: An undergraduate qualification (NQF level 7) in Public Administration/ Business Management/ Leadership as recognised by SAQA. 5 years senior management experience, 5 years related experience in Strategic Planning, Monitoring and Evaluation. Driver's License.
- DUTIES** : Identify strategic information to be collated to develop strategic documents for the Chief Directorate. Interrogate existing policies and strategies to facilitate the development of improved strategies. Facilitate strategic planning sessions for the GDED in line with critical elements required for legislative and governance imperatives. Facilitate the approval of strategic planning documents. Provide guidance and advice to the GDED on GPG and National requirements for monitoring and evaluation. Facilitate the customization of the design and development of monitoring and evaluation framework. Consult all relevant stakeholders on the framework and get approval for implementation. Create a platform for adherence to integrated GDED institutionalized frameworks. Inform the design of strategic planning and monitoring and evaluation tools to be used in the GDED. Consult all relevant stakeholders on benchmarked best practice recommendations for implementation in the GDED. Facilitate the approval of recommended practices for implementation. Monitor the implementation of improved frameworks and tools for effectiveness. Determine the needs for capacity building in the GDED. Facilitate the development of training manuals. Consult, get approval for the implementation of capacity development interventions. Facilitate monthly, quarterly and annual reporting Provide a platform for the analysis of reports from branches and all levels within the GDED and provision of feedback to appropriate structures. Analyse and advise on monitoring and evaluation report finding and make recommendations on all projects and programmes. Manage risk and develop mitigating strategies. Take overall management and accounting responsibilities in respect of the financial, human and physical resources of the Chief Directorate.
- ENQUIRIES** : Siphwe Nhlapho Tel No: 011 355 8540
- POST 18/216** : **CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT**
Directorate: Chief Directorate: Human Capital Management
3 years performance based contract with a possible further extension of 2 years
- SALARY CENTRE** : R1 189 338 - R1 422 012 per annum (Level 14) (all-inclusive package)
: Umnotho House Johannesburg

- REQUIREMENTS** : Appropriate B Degree (NQF Level 7) in Human Resource Management, Public Administration/Management, or equivalent as recognized by SAQA, a Master's Degree will be an added advantage. 5 years' experience at Senior Management level. Extensive working knowledge of public sector; Sound knowledge of the South African Constitution, Public Finance Management Act, Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Access to Information Act, Intergovernmental Relations Framework Act, Public Service Amendment Bill. A self-driven individual in a possession of the following skills and competencies: People Management Skills, Good verbal and written communication skills. Good inter-personal relations skills. Planning, analysis, conceptualizing and problem-solving skills. Change management skills.
- DUTIES** : The successful candidate will be responsible for providing strategic human capital management services, develop and implement the Human Resource plan as well as Business partnering and performance Consulting. The incumbent will also be responsible for the management of the performance of the following Directorates: Human Resource Management and Organisational Efficiency. Human Resource Management include Human Resource Administration, Human Resource Development, Employee Health and Wellness, Labour Relations which ensures the promotion of sound employee relations. Organisational Efficiency include Organisational Development, which is responsible for the review and development of the organisational structure in line with the departmental strategic objectives, determination of appropriate remuneration, service delivery improvement and transformation. The incumbent will be a champion on the implementation of Employment Equity targets in line with national targets, gender, youth and disability mainstreaming of departmental programmes, projects and services.
- ENQUIRIES** : Lwandile Phaledi Tel No: 011 355 8526
- POST 18/217** : **CHIEF DIRECTOR: RE-INDUSTRIALISATION**
Directorate: Chief Directorate: Re-Industrialisation
3 years performance based contract with a possible further extension of 2 years
- SALARY** : R1 189 338 - R1 422 012 per annum (Level 14) (all-inclusive package)
- CENTRE** : Umnotho House Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Economics as recognised by SAQA, a Master's Degree will be an added advantage. 5 years' experience at Senior Management level within an Economic / Business environment.
- DUTIES** : Manage the development of implementation frameworks and policies within the sectors, Develop and implement programmes and interventions intended to promote production of commodities with downstream development potential and align agricultural development with other development priorities. Establish a Gauteng Cluster to form part of a sunset of the South African Furniture Industry (SAFI). Foster investment in agro-processing supply chain and infrastructure to encourage value-addition. Ensure the development of market, accessibility and export promotion. Manage the development of programmes to assist small and rural producers to access inputs and markets. Facilitate regional government's access to the international markets and trade opportunities for small businesses in the sector. Support businesses by ensuring that SMME agro-processors comply with the number of stringent regulations and standards. Ensure improvement of production techniques and innovation through data sharing and benchmarking. Manage the development of implementation frameworks and policies within the sectors. Develop Government Infrastructure Plan that provide opportunities for local producer's involvement in the chemicals sector. Develop programmes to provide opportunities to adopt new recycling technologies and the expansion scheme recycling capabilities, including the development of energy-from-waste capacities. Ensure that the trade imbalance in the chemicals sector via the DTI's Flouro-chemical Expansion initiative, which is an attempt to increase beneficiation of the country's mined fluorspar is addressed. Manage the reduction of imports of strategic inputs to the sectors. Ensure identification and elimination of the industry's specific bottlenecks. Develop strategic to boost mining productivity and implement new measures to ensure the safety of miners and protection of machinery and equipment against damages. Develop mineral processing

equipment market and facilitate sourcing of member companies to supply the market. Identify strategic minerals feedstocks to be utilized in domestic sectors. Foster participation in infrastructure development and property maintenance projects including the real state sector. Promote township-based building material manufacturing enterprise. Develop frameworks and policies that are mutually beneficial and drive economic growth and value add for all. Partner with OEMs to train township residents with mechanical and technical skills to perform after –sale servicing and repairs. Partner with the mining industry to drive local production of catalytic converters for the vehicle and mining industries. Establish local assembly lines that will bring in much needed capital investment as well as create employment opportunities. Lobby for Tier 3 supplier opportunities for locally manufactured vehicles, by way of long-term purchasing partnership agreements. Ensure that procurement policies are in place to encourage the purchase of locally manufactures vehicles.

- ENQUIRIES** : Lwandile Phaledi Tel No: 011 355 8526
- POST 18/218** : **DIRECTOR: MANUFACTURING (SECONDARY)**
Directorate: Chief Directorate: Sector and Industry Development
- SALARY CENTRE REQUIREMENTS** : R1 005 063 - R1 183 932 per annum (Level 14) (plus benefits)
: Umnotho House Johannesburg
: Degree in Economics, Development Economics, Engineering, Business Administration and or Master of Business Administration (NQF level 7) as recognized by SAQA, a Master’s Degree will be an added advantage. 5 years’ experience at Middle or Senior Management level. 3 to 5 years’ experience in an economic development environment. Understanding of macroeconomic policies at National and Provincial level. Proven experience and exposure in the Manufacturing industries and implementation of socio economic strategies that stimulate the economy create growth in industries as well as improve employment.
- DUTIES** : Design Secondary strategies and plans for the following clusters of Manufacturing Industries: Machinery, Capital Equipment and Construction, Pharmaceuticals, Plastics and Chemicals; based on assessment of opportunities for economic growth and competitiveness, and consultations with relevant stakeholders, public and private. Develop policy recommendations for overcoming market barriers to expansion and commercialization of Secondary Sector technologies including market-based economic incentives and Secondary Sector finance mechanisms. Engage leading Secondary Sector investors for generating pilot projects in specific sectors such as jewellery making, agro-processing, steel making etc and conduct series of workshops on public-private partnerships and secondary sector investment. Develop policy recommendations for testing, standardization, and certification of technologies. Training on Secondary Sector economy market-based policy instruments and best practice models of finance and technology transfer practices Notes: Analysis of global trends in Secondary Sectors of the economy with focus on investments and fiscal instruments. Market analysis of scope for Secondary Sector economy in Gauteng including economic growth potentials in specific sectors. Market analysis of scope for growth of Secondary Sectors. Assessment of energy technologies development/transfer, market barriers and finance. Workshops with public/private sectors to explore potential of secondary sector economy in generating new high-value added opportunities, jobs, and improved economic competitiveness. Publication of a Secondary Sector Economy Report.
- ENQUIRIES** : Lwandile Phaledi Tel No: 011 355 8526

DEPARTMENT OF HEALTH

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.

ERRATUM: kindly note that the post of Chief Clinical Technologist (Pulmonary) Grade 1 (for **Chris Hani Baragwanath Academic Hospital**) with Ref No: CHBAH 152 advertised in Public Service Vacancy Circular 16 dated 10 May 2019 has been withdrawn. Enquiries: Mr. MW Madondo Tel No: (011) 933-9412.

OTHER POSTS

- POST 18/219** : **MEDICAL OFFICER GRADE 3 (ORTHOPAEDIC UNIT) REF NO: 004054**
Directorate: Clinical Services
- SALARY** : R1 089 693 – R1 362 366 per annum
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Medical Degree (MBCHB). currently registered with HPCSA as a Medical Practitioner. A minimum of 10 years' experience as a Medical Officer of which 5 years should be in the Orthopaedic Department. Good professional attitude/conduct, good communication skills, team work ability and good professional ethics.
- DUTIES** : The incumbent should be able to conduct orthopaedics surgical procedures independently. the incumbent will be responsible to run the out-patient department. willingness to teach junior staff members (Students and Medical officers). Demonstrate leadership skills. be able to work with various stakeholders.
- APPLICATIONS** : to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East 0122 or hand deliver to 19472 Cnr Serapeng street and Tsamaya Road, Mamelodi East.
- ENQUIRIES** : Dr M Thoabala-Motjope Tel No: (012) 841 0998
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.
- CLOSING DATE** : 07 June 2019
- POST 18/220** : **DEPUTY MANAGER NURSING PN-A8 (PHC) (X1 POST)**
Directorate: Primary Health Care
- SALARY** : R843 618 per annum (all-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : A basic R425 qualification (i.e. Diploma/Degree) in nursing equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A Post qualification, with a duration of at least a one-year accreditation with the SANC of the specialties in (Primary Health Care or Advanced Midwifery) referred to glossary of terms. A minimum of 9 (nine) years appropriate/recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognized experience at management level. A Diploma/Degree Nursing Management/Administration will be an added advantage. A valid driver's license is essential.
- DUTIES** : Facilitate the planning and implementation of National and Provincial priority programmes in the District. Facilitate and support the planning and implementation of norms and standards for services provision across all services. Ensure that appropriate referral system are in place. Facilitate and implement outreach programmes and community-based services. Co-ordinated outbreaks responsibility. Support, monitoring and auditing of clinical services, including allied, PHC and programmes. Provide regular reports on service delivery with recommendations. Monitor and control the resources and budget allocated to health programmes. Advocate and Ensure promotions, nursing ethics and professionalism. Establish, maintain and participate in ensuring professional and multi-disciplinary teamwork that promotes efficient and effective health care. Sign performance contract on annual basis. Take part in Gauteng turnaround Strategy, PHC Reengineering, Establishment of the Sub-District and National Core Standards and Ideal Clinic Realization.
- ENQUIRIES** : Ms. M. Leonard Tel No: (016) 950 6168

APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag X023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE : 07 June 2019

POST 18/221 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Emergency Medical Service

SALARY : R733 257 per annum (Level 11) (package)
CENTRE : Midrand
REQUIREMENTS : Three years tertiary qualification in Supply Chain Management or equivalent qualification, plus five years' experience in a management position within the Supply Chain environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, in-depth knowledge of the SCM Framework, PPPFA, BBBEE, Knowledge of Microsoft Office, Excel, Word, and Power Point, SAP, Project management skills, Conflict management skills, Knowledge of grievance and disciplinary procedures, Research and analytical skills, Management and decision making skills. Report writing skills, Ability to analyse and interpret financial information, Ability to interpret policies and other prescripts, presentation skills, good verbal /written communication skills, Ability to facilitate workshops, provide training. Valid Driver's License required.

DUTIES : Management of Security. Ensure effective & efficient systems related to the acquisition, receiving, storage, control, distribution & payment of goods & services within the Chief Directorate. Provide administration support to management. Monitor stock counts & submission of reports to supervisor. Compile & distribute procurement reports. Provide all the reports from the SAP system as & when required. Provide technical support to the Chief Directorate's Bid Adjudication committee on an adhoc basis. Manage subordinates. Ensure timeous processing of orders & payments according to the relevant prescripts. Deal with queries relating to processing of requisitions, orders & payments for goods & services within the SCM process. Contract Management and Asset Management. Assist with infrastructure projects.

ENQUIRIES : Mr KM Malebana Tel No: 011 564 2002
APPLICATIONS : must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685.

NOTE : Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.

CLOSING DATE : 07 June 2019

POST 18/222 : **ASSISTANT MANAGER – SPECIALTY – HAST PROGRAM REF NO: 07/2019 (X1 POST)**
Directorate: Nursing
(This is a re-advertisement. All candidates must re-apply)

SALARY : R614 991 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Clinical Nursing Science, Health assessment, Treatment and care. Candidate must have a minimum of ten years appropriate experience as a nurse after registration with

		SANC and six years as a Clinical Nurse. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management.
<u>DUTIES</u>	:	Delegate, supervise and coordinate 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 and comprehensive information on health care. Develop and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.
<u>APPLICATIONS</u>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<u>ENQUIRIES</u>	:	MS M.E. Polo Tel: (016) 428 7130
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/223</u>	:	<u>CHIEF CLINICAL TECHNOLOGIST GRADE 1 (PULMONOLOGY) REF NO: CHBAH 154 (X1 POST)</u> Directorate: Cardiology
<u>SALARY</u>	:	R466 119 – R517 326 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	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. Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Competent in both adult and Paediatric Pulmonology health care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
<u>DUTIES</u>	:	Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology (Pulmonology) and operational activities in the institution. Contribute to the development of the Clinical Technology Department and profession including participation in institutional, provincial and national conferences and committees. Supervision of activities of junior clinical technologists, including performance appraisal according to regulations of the public service. Perform administrative, operational and managerial duties as delegated. Participation in research activities, supervision and training of clinical technologist students. Responsible for orientation of new clinical technologists. Co-ordinate, monitor, maintain and motivate for purchasing and repair of all equipment in the department. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Work as a member of the multi-disciplinary team. Co-ordinate all relevant meetings effectively, taking on a leadership role. In the absence of the head of department, the Chief Clinical Technologist is expected to attend relevant meetings and assume relevant functions of the HOD. Contribute to departmental planning,

budgeting, monitoring and evaluation. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement National Core Standards in the Pulmonology Department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES : Mr. MW Madondo Tel No: (011) 933 9412
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. 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 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 07 June 2019

POST 18/224 : **OCCUPATIONAL HEALTH NURSE PRACTITIONER (PNB-1)**
 Directorate: Nursing

SALARY : R444 276 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Diploma in general nursing/ National Diploma in Occupational Health Nursing qualification that allows for registration with the SANC. Dispensing license will be advantageous. A minimum of 7 years appropriate/recognisable experience in General nursing after registration as Professional Nurse with the SANC. One year post basic qualification in Occupational Health and Safety. 3- 5 years' experience in providing Occupational Health and Safety Services. Knowledge / course in an Integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Good verbal and written communication skills. Computer skills. Ability to work under pressure and a changing environment. Work independently and good interpersonal skills. Knowledge of Basic Human Resource Management and financial management legal framework.

DUTIES : Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide Occupational Health services to Employees that lead to the promotion, protection and restoration of the employees' health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop an independent health and safety program in a workplace. Develop disease prevention programs. Do risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Education of all employees on

preventive measures against occupational hazards. Promotes health living and working conditions. Develop relevant Occupational Health and Safety protocols and SOP's. Establish a referral system for the institution, programme development, expansion and implementation and marketing of OHS Services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.

ENQUIRIES : Ms. L. Msiza Tel No: (016) 341 1203
APPLICATIONS : should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag 612, Heidelberg 1438

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

CLOSING DATE : 07 June 2019

POST 18/225 : **OPERATIONAL MANAGER PNB3 (PHC) (X2 POSTS)**
 Directorate: Sedibeng District Health Services

SALARY : R444 276 per annum (plus benefits)
CENTRE : Pontshong Clinic and Jameson Park Clinic
REQUIREMENTS : A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a professional nurse and proof of current registration. A post basic qualification, with duration of at least one-year accreditation with the SANC in one of the specialist (Primary Health Care) referred to in the glossary of terms. A minimum of 9 (nine) years, appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 5 years of the period of referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care. A degree and or diploma in Nursing Management/Administration will be advantage. A valid code 08/10/driver's license is essential.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with the nurses and other stakeholders (i.e. inter-personal, Interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take instructions as directed by the supervisor. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinics.

ENQUIRIES : Ms. M. Leonard Tel No: (016) 950 6168
APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE : 07 June 2019

POST 18/226 : **NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: CHBAH 155**
Directorate: Nuclear Medicine

SALARY : R395 703 – R452 445 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Registration with the HPCSA in nuclear medicine radiographer. 4 Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer.

DUTIES : Render effective patient centered Nuclear Medicine service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Mr. M.P. Mthimkulu Tel No: (011) 933 8502
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. 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 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 07 June 2019

POST 18/227 : **SPECIALTY NURSE, MATERNITY REF NO: NURSING 02/2019 (X2 POSTS)**
Directorate: Nursing

SALARY : Grade 1: R383 226 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Advanced Midwifery and Neonatal Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in

nursing after registration as a Professional Nurse with the SANC in general nursing.

DUTIES : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.

ENQUIRIES APPLICATIONS : Ms ME Polo Tel No: (016) 428 7130

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

CLOSING DATE : People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

POST 18/228 : 07 June 2019

POST 18/228 : **SPECIALTY NURSE, TRAUMA REF NO: NURSING 06/2019 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : Grade 1: R383 226 per annum (plus benefits)
: Kopanong Hospital
: Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Trauma and Emergency Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.

DUTIES : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.

ENQUIRIES APPLICATIONS : Ms ME Polo Tel No: (016) 428 7130

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

CLOSING DATE : People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

POST 18/229 : 07 June 2019

POST 18/229 : **SPECIALTY NURSE, THEATRE REF NO: NURSING 01/2019 (X2 POSTS)**
Directorate: Nursing

SALARY CENTRE : Grade 1: R383 226 per annum (plus benefits)
: Kopanong Hospital

<u>REQUIREMENTS</u>	:	Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Operating Theatre Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.
<u>DUTIES</u>	:	Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ME Polo Tel No: (016) 428 7130
<u>NOTE</u>	:	Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/230</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: SEB/OT/01/19 (X1 POST)</u> Directorate: Allied Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R317 976 per annum (All-inclusive package) Sebokeng Hospital An occupational therapy degree with HPCSA registration as an Occupational Therapist. Candidates must have completed Community Service. Candidates must have physical knowledge regarding assessment and treatment. The candidates must be able to work under pressure and have good written and verbal communication skills. Have the ability and willingness to undertake various administration tasks, including and not limited to quality assurance audits and national core standards as well as attending meetings. The candidate must have good time management skills and be able to take responsibility for resources and consumables of department.
<u>DUTIES</u>	:	Render an Occupational Therapy Service including promotion and prevention campaigns in allocated area of work that complies with the standards and norms as indicated by Health Policies. Participate in quality assurance measures in own area of work. Participate in the formulation and review of strategies in occupational therapy services as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Claudine Ndwambi Tel No: (016) 930 3000 should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<u>NOTE</u>	:	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 recent updated CV as well as certified copies of all qualification 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment
<u>CLOSING DATE</u>	:	07 June 2019

- POST 18/231** : **OCCUPATIONAL THERAPIST PSYC REF NO: SEB/OTS/01/19**
Directorate: Allied Management
- SALARY** : R317 976 per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Occupational Therapy Degree, Registration with HPCSA as Occupational Therapist. Successful completion of Community Service. Candidates should have a sound knowledge of Occupational Therapy principles in acute Psychiatry, including assessment and analysis. Good verbal and written. Ability to work in a team. Ability to work under pressure. The ability to work closely with other disciplines.
- DUTIES** : Render and manage Occupational Therapy Services that comply with standards and norms. Sound Knowledge of Mental Health Care Act of 2002. Assessment of Psychopathology. Implement individual and group programmes. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in quality assurance audits. Exercise care with equipment and consumables.
- ENQUIRIES** : Ms. Claudine Ndwambi Tel No: (016) 930 3000
APPLICATIONS : should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- 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 recent updated CV as well as certified copies of all qualification 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 07 June 2019
- POST 18/232** : **PERSONAL ASSISTANT REF NO: PA/CMJAH/02/2019**
Directorate: Clinical Services – Director’s Office
- SALARY** : R257 508 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with more than 10 years’ experience or a relevant Diploma or Degree with 0-2 years’ experience. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Skills: Mathematics, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: (Excellent organizational skills, ability to multi-task, excellent communication, and report writing skills, ability to work under pressure, professional etiquette to present the senior manager’s office. High level of reliability and ethics and commitment to work beyond call of duty. Excellent computer skills in Microsoft packages. Maintain confidentiality in the office. Ability to act with tact and discretion.)
- DUTIES** : Provide administrative and overall secretarial/receptionist support o to the Clinical Director’s office. This will, inter alia entail the following: Establish and maintain efficient administrative systems for work coordination. Office management, diary management, organize and plan logistics for meetings, take minutes and ensure proper keeping. Ensure strategic decisions taken in meetings are auctioned timeously. Organize refreshments for visitors and other stakeholders that may engage with the office. Screen correspondence and telephone calls. Receive and direct correspondence to relevant managers or departments. Create and maintain an appropriate filing system using the approved departmental file plan. Operates office equipment like computers, photo copiers, etc. Handles the procurement of

standard items like stationary, refreshments etc. Remains abreast with the procedures and processes that apply in the office of the Clinical Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Drafts routine correspondence and reports if required. Collects all relevant documents to ensure the Clinical Director is prepared for meetings and understanding of cost containment. Supervision and coordination of clinical secretariat services.

ENQUIRIES : Ms L. Senyolo Tel No: 011 488 4777
APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/233 : **PERSONAL ASSISTANT REF NO: PA/CMJAH/03/2019**
Directorate: Supply Chain Management

SALARY : R257 508 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with more than 10 years' experience or a relevant Diploma or Degree with 0-2 years' experience. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Skills: Mathematics, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: (Excellent organizational skills, ability to multi-task, excellent communication, and report writing skills, ability to work under pressure, professional etiquette to present the senior manager's office. High level of reliability and ethics and commitment to work beyond call of duty. Excellent computer skills in Microsoft packages. Maintain confidentiality in the office. Ability to act with tact and discretion.)

DUTIES : Provide administrative and overall secretarial/receptionist support to the Supply Chain Director 's office. This will, inter alia entail the following: Establish and maintain efficient administrative systems for work coordination. Office management, diary management, organize and plan logistics for meetings, take minutes and ensure proper keeping. Ensure strategic decisions taken in meetings are auctioned timeously. Organize refreshments for visitors and other stakeholders that may engage with the office. Screen correspondence and telephone calls. Receive and direct correspondence to relevant managers or departments. Create and maintain an appropriate filing system using the approved departmental file plan. Operates office equipment like computer, photo copiers, etc. Handles the procurement of standard items like stationary, refreshments etc. Remains abreast with the procedures and processes that apply in the office of the Supply Chain Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Drafts routine correspondence, presentations and reports if required. Collects all relevant documents to ensure the Supply Chain Director is prepared for meetings.

ENQUIRIES : Ms L. Senyolo Tel No: 011 488 4777
APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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 with a C.V, Certified copies of I.D,

and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/234 : **ADMINISTRATION OFFICER (CASE MANAGER) REF NO: CASEMAN/CMJAH/04/2019**
Directorate: Finance

SALARY : R257 508 (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with more than 10 years' experience or a relevant Diploma or Degree with 0-2 years' experience. Diploma / Degree in Health-related field. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Mathematical skills, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: (Knowledge of legal frameworks on National Health Act, PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS procedure coding, Patient Administration Procedure Manual, ICDIO coding (certificate /experience, computer (Microsoft Office, MS Word, MS word, MS Excel) will be added advantage. A driven, customer focused individual with excellent planning, organising, training communication (verbal and written) and reporting skills will be added advantage. Good interpersonal relation, training skills, decision making skills and being able to work under pressure and a team player will be added advantage).

DUTIES : Application of clinical knowledge in the risk management (financial and clinical) of patients in terms of length of stay, Level of care, clinical updates, ICDIO Coding, procedure coding and cost benefits available, identification of billable services, treatment care plans, chronic disease case management, promote smooth transition of care discharge planning to protect patients from unnecessary costs. Communicate with funders, patients and multidisciplinary health care team. Audit patient's accounts. Manage rejections /short payments and report on them. Train hospital officials on the utilisation of the charge sheet. Keep electronic and physical records. Reporting. Ensure compliance with regulations, prescripts and policies of the department.

ENQUIRIES : Ms. C. Veran Tel No: 011 488 4382

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/235 : **FINANCIAL CONTROLLER**

SALARY : R257 508 per annum (plus benefits)

CENTRE : Midrand

REQUIREMENTS : Grade 12 certificate with appropriate National Diploma or Equivalent in Finance with relevant three-year experience in financial management. Well conversant with legislation regulating Financial Management (Treasury Regulations and PFMA). Knowledge of PERSAL, BAS and SAP, analytical, financial management,

	:	interpersonal, communication, organizing, planning and problem-solving skills Computer literacy.
<u>DUTIES</u>	:	Ensure that suppliers are paid within 30 days as required by legislation. Maintain commitment register for payment and internal control measures. Ensure that misallocations are cleared to the correct accounts on monthly basis and expenditure is aligned to budget. Ensure that all payments, journals sent for processing are being processed in accordance with SLA. Ensure that supplier's statements are reconciled. Perform monthly reconciliations (PERSAL/BAS, MEDSAS/BAS, SAP/BAS and Cell phone expenditure). Manage EMS Petty Cash. Compile and submit IYM on a monthly basis. Keep electronic and physical accounting records. Respond to audit queries. Perform other finance related duties. Manage performance and development of staff.
<u>ENQUIRIES</u>	:	Bridgett Peloane Tel No: (011) 564 2017
<u>APPLICATIONS</u>	:	must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House, 1685.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/236</u>	:	<u>MATERIAL RECORDING CLERK (STORES) (X1 POST)</u>
<u>SALARY</u>	:	R257 508 per annum (plus benefit)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Grade 12 or National Diploma/Degree in Public /Financial or Supply Chain Management or equivalent qualification with three (3) experience in Supply Chain Management. Knowledge of PFMA, Treasury regulation, SAP, Excel, SCM and store policies. Problem solving and interpersonal skills. Must be able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Ensure that all transactions are accurately recorded in tally cards. Management of all receipts and issues. Provide advice and support to line managers on procurement processes. Identify risks and develop measures to minimise risks within SCM. Ensure that disposal is conducted on monthly basis. Check compliance to procurement procedures. Conduct monthly stock taking, travel around the province on regular basis for support visit and inspection. Willingness to work under pressure. Compile management reports. Consolidate reconciliation report for the entire district. Ensure safe keeping of all stock and stock records. Attend to queries from clients and auditors general. Monitor all stores around the province. Manage subordinates.
<u>ENQUIRIES</u>	:	Mrs. D. Matsimela Tel No: 012 356 9011
<u>APPLICATIONS</u>	:	must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/237</u>	:	<u>PHARMACY ASSISTANT POST BASIC GRADE 1 REF NO: 04/2019 (X1 POST)</u> Directorate: Pharmacy
<u>SALARY</u>	:	R208 383 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus a qualification that allows registration with SAPC as a Post basic Pharmacy Assistant with proof of payment of annual fees. Candidate must have basic communication skills both verbal and written. Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, teambuilding and people skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.
<u>DUTIES</u>	:	Assist the Pharmacy team in running of the department including one clinic on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. Record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must

be adhered to all times. Implement the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES : MS Rademan AE Tel No: (016) 428 7075
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE : People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
CLOSING DATE : 07 June 2019

POST 18/238 : **HUMAN RESOURCE CLERK: HRM (X2 POSTS)**

SALARY : R173 703 per annum (Level 05) (plus benefit)
CENTRE : Midrand
REQUIREMENTS : Grade 12 certificate or NCV equivalent with experience in human resources administration. Sound knowledge of Human Resource policies and the interpretation thereof. Good knowledge of the PERSAL system and computer literacy. Good interpersonal and communication skills (verbal and written). Ability to work under pressure. Be able to keep confidentiality. Ability to work independently.

DUTIES : The successful candidate will be responsible for providing human Resources administrative support by capturing leave, administer human resource practice-Condition of services, Housing, Medical Aid, Long service recognition, Injury on duty, relocation, overtime allowances, pension, appointments, transfers, verification of qualification, reference checks, attend to queries and provide filing of documents. Accept greater responsibility when requested).

ENQUIRIES : Ms. Ndhlovu T Tel No: 011 564 2262
APPLICATIONS : must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand
CLOSING DATE : 07 June 2019

POST 18/239 : **ADMINISTRATION CLERK REF NO: CRECON/CMJAH/05/2019**
 Directorate: Finance Department (Credit Controller)

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Finance, HR matters, Training, Stores. Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience (Good organising and time management skills, Conflict management skills, Ability to work under pressure, be able to deal with confidential information and apply good judgement, ability to work independently and be to meet deadlines).

DUTIES : Invoice and follow up on outstanding external funders debt, attend to rejected claims resolve queries, manage own ledger, ensure allocations of payments make copies scan and faxing outstanding claims. Submit stats of ledger on a weekly and monthly basis.

ENQUIRIES : Ms. N. Ntshebe Tel No: 011 488 4072
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/240 : **SECRETARY REF NO: SEC/CMJAH/06/2019**
Directorate: Clinical Executive and Nursing Manager's Office

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent, or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Finance, HR matters, Training, Stores. Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skills: Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Computer literacy and knowledge / experience on Ms. Word, Excel and Power Point and typing skills, Good interpersonal skills and telephone etiquette. Knowledge of patient rights and Batho Pele Principles. Be able to work independently and as part of a team. Ability to function under pressure. Be assertive and presentable. At least 12 months experience as a secretary in a hospital environment).

DUTIES : Responsible for overall administration of the manager's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshop and typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the manager's office. Making travel and accommodation arrangements as well as processing of all substance and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments and understanding of cost containment.

ENQUIRIES : Ms. L. Senyolo Tel No: 011 488 4777
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/241 : **ADMIN CLERK (ASSET)**
Directorate: Admin

SALARY : R173 703 per annum (plus benefits)
CENTRE : Heidelberg hospital

<u>REQUIREMENTS</u>	:	Grade 12. Knowledge of asset management will be advantageous. Knowledge of policies and procedures in asset management. Good written and verbal communication skills, computer literacy. Knowledge of 6 quality priorities.
<u>DUTIES</u>	:	Barcoding of new acquisitions and replace barcodes. Conduct Asset verification/stock take. Monitor and identify assets that are due for disposal. Compile disposal list and complete disposal register. Compile and complete disposal certificate. Scribe for meetings. Do follow-up on outstanding orders and repairs. Assist in the drafting of specifications and assist in obtaining quotations. Follow-up on repairs with service providers. Issue new and repaired assets to end-users. Communicate with end-users on progress status. Request technical reports for assets for condemnation. Attend to enquiries regarding assets and technical aspects. Filing of documents, invoices, job cards and quotations. Update all registers ie. Lease, cell phone, lost control, maintenance and disposal register. Perform BAS/Asset Register reconciliations, maintain database of service providers and attend trainings and workshops.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P.L. Potgieter Tel No: (016) 341 1290
	:	should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 3 months) from original certificates of I.D and Qualifications and ID. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/242</u>	:	<u>DATA CAPTURER (DHIS)</u> Directorate: Admin
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (plus benefits) Heidelberg hospital
	:	Grade 12. Knowledge of Web DHIS, experience in data management will be an added advantage. Understanding of health information processes and procedures will be advantageous. Good communication and interpersonal skills. The incumbent must be computer literate, including excel, word and power point. Ability to function in a team.
<u>DUTIES</u>	:	To ensure that correct patient information is gathered to facilitate reporting. Maintain electronic records and manual records of all data used for reporting. To monitor and evaluate quality of the submitted data and ensure that discrepancies are corrected with service points before capturing (verifying the data). Monthly capturing and analysis of data on web DHIS. Other duties that the hospital might require. Communicate effectively with personnel, supervisors and managers at data generation points. Provide health information training to personnel. Coordinate and participate in health information verification committee. Ensure compliance with District Health Information System (DHIMS) policy. Comply with National Core Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L. Msiza Tel No: (016) 341 1203
	:	should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 3 months) from original certificates of I.D and Qualifications and ID. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/243</u>	:	<u>ADMIN CLERK (HUMAN RESOURCE REGISTRY)</u> Directorate: Admin
<u>SALARY CENTRE</u>	:	R173 703 per annum (plus benefits) Heidelberg hospital

- REQUIREMENTS** : Grade 12. The ability to capture data and collate administrative statistics. Sound knowledge of PERSAL would be an advantage. Knowledge of Interpretation and implementation of Human Resource policies, Acts and directives. Computer literacy. Excellent communication (verbal and writing) skills. Excellent administrative skills (planning, organising and coordinating). Good interpersonal relations.
- DUTIES** : Recording of incoming and outgoing mail. Making photostat copies and scan documents. Send emails. Responsible for payrolls and payslips. Filing of circulars, policies and personnel documents. Handling of various administration aspects within Human Resource e.g. Leave management, PILIR, Processing of transactions on Persal, verifications on Persal. Verification of attendance registers and leave forms. Recruitment and selection, PMDS, allowances, Medical Aid, Injury on duty, Payroll verification, GEHS, filing and registry. Compile data and reports. Must work Independently. Comply with National Core Standards. and in a team.
- ENQUIRIES** : Mrs. L.F. van der Linde Tel No: (016) 341 1285/6
- APPLICATIONS** : should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 3 months) from original certificates of I.D and Qualifications and ID. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
- CLOSING DATE** : 07 June 2019
- POST 18/244** : **HUMAN RESOURCE CLERK REF NO: HRMCLER/CMJAH/0007/11/18**
Directorate: Human Resource Department
Re-Advertisement (candidates who applied previously are encouraged to re-apply)
- SALARY** : R173 703 (per annum plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; HR matters, Training, Data capturing, Administration procedures relating to HR working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skills: Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Computer Literacy. Introduction to Persal certificate. Knowledge of Performance Management Development System, Determination on Leave of absence, Special/ Sabbatical Leave, Public Service Act, Public Service Regulations and relevant prescripts, Skills Development Act, Basic Condition of Employment Acts, Policies and procedures, Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, Constitution of South Africa. Communication, Problem solving, Presentation, People Management and Records Management Skills).
- DUTIES** : Implementation of Human Resource practices i.e. Condition of Service (Leave, Housing, Medical Aid, Injury on duty, Long Service recognition, relocations, Overtime, Pension Pay- out and other allowances, Recruitment and Selection (Advertisement, Appointments, Transfers, Verification of Qualification, Reference checks, Absorptions, Probationary Periods). Serve as a secretary during interviews. Administration of PMDS processes e.g. capturing of PMDS on PERSAL, conducting PMDS audit payments. Assist with Coordination of Trainings and processing of Special leave. Assist with PILIR processes. Records management. Implementation of ESS programs. Assessment and management of ESS system pertaining to assignment of staff, termination of assignments, capturing of leave on the backend (SAP), online payroll certification administration

and all other aspects pertaining ESS an SAP system administration. Personnel file management and administration to scanning of documents, indexing of scanned documents, quality checking of scanned documents and box filing of documents.

- ENQUIRIES** : Ms. M. Ndlovu Tel No: 011 488 3762
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- 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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 07 June 2019
- POST 18/245** : **REGISTRY CLERK REF NO: REG/CMJAH/07/2019**
Directorate: Logistics Department
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Finance, HR matters, Training, Stores. Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising, reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Computer literacy with knowledge of the Microsoft Office applications. Communication skills; Writing skills; Customer relations skills; and problem-solving skills. Be able to work under pressure, a team player and ability to work independently. Knowledge of Batho-Pele principles and six ministerial priorities. Training and knowledge in Records Management.
- DUTIES** : Manage records in accordance with the Records management Policy and the National Archives Act prescripts. Make photocopies of documents for authorized employees and the relevant departments in the hospital. Process applications for parking by employees. Send out circulars and notices to employees using the messenger services or electronically by way of computers. Ensure that the Registry Office Machinery is maintained and in good working order. Receive inbound mail/articles and sent out outbound mail/articles in accordance with the Department of Health Registry Procedure Manual. Ensure that the Franking machine is always reset with the correct postage tariffs for the Year. Keep accurate records of important documents physically or electronically and statistical data that will be used in monthly reports.
- ENQUIRIES** : Mr. S. Sithole at 071 674 6894
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- 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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 07 June 2019

POST 18/246 : **ADMINISTRATION CLERK REF NO: HRADMINCLER/CMJAH/08/2019**
 Directorate: Human Resource Management Department

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; HR matters, Training, Data capturing, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Skills: statistics, mathematical skills, organizational skills, communication, verbal and presentation skills. Interpersonal skills. Problem solving skills. Knowledge of statistics. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. The following will be an added advantage: (Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience. Ability to handle problems and work under pressure. Ability to work individually and be a team player. Knowledge of the Labour Relations field. Formulation and editing reports/minutes.

DUTIES : Perform all administrative duties in the Labour Relations Unit, handle enquiries and complaints, process grievances, capture all cases received and ensure that all records are safely kept. Provide monthly reports and make logistical arrangements of cases, disputes and meetings. Compile and submit reports and minutes. Filing and retrieval of documents. Ensure abscondment procedures are followed. Assist with training needs. Ensure that the unit is in compliance with the National Core standards.

ENQUIRIES : Mr. E. Khumalo Tel No: 011 488 4426
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 07 June 2019

POST 18/247 : **FOOD SERVICE SUPERVISOR REF NO: FSS/CMJAH/10/2019**
 Directorate: Human Nutrition

SALARY : R145 281 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Abet where applicable. Between 5-10 years' experience of working in a hospital Food Service unit. Knowledge of a limited range of work procedures such as, Food service work, equipment, working procedure in respect of working environment. Courier services, and catering. Interpersonal relationship, Numerical skills, organising, literacy and Good communication skill. Routine verbal exchange of information requiring helpfulness and politeness. Should be willing to work shifts and public holidays. Be able to work in a team and under stressful conditions. Appropriate knowledge of food preparation and large scale (as per core). Knowledge of basic preparation of food for therapeutic diets and operating food service equipment. The following will be and added advantage: Sound communication, leadership skills (ability to supervise) Awareness of Batho Pele Principles and basic computer literacy.

DUTIES : Supervision of food service tasks performed by Food service aids in areas in the main kitchen and ward kitchens. Be cost aware and practice stock control and complete daily control of stock cards and issuing of supplies. To supervise over food provisioning and food preparation in the fresh preparation areas and frozen meals area in the main kitchen. Can also be responsible for supervision over the reconstitution of frozen meals in the ward kitchens and distribution of reconstituted meals and beverages to patients in wards. To monitor stock allocated to each

section. Monitor stock levels in Ward kitchens. Liaison with nursing staff regarding patient amounts and diets. Supervision, evaluation, and disciplining of subordinates (Food Service Aids), ensuring sound communication and assisting with problem solving. Plan staff according to duty rosters and complete weekly work schedules. Monitor hygiene and safety practices and ensure that PPE regulations are implemented. Complete weekly reports of effective functioning and maintenance of equipment in the Food Service Unit, reporting to Food Service Manager. Assist Food Service Manager with Human Resource administration / leave and registers of subordinates as well as the implementation of in-service and continuous training, annual performance evaluation and rotation of Food service aid in relevant areas where necessary.

- ENQUIRIES** : Ms. S. Rodrigues Tel No: 011 488 3833
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- 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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 07 June 2019
- POST 18/248** : **DRIVER REF NO: DRI/CMJAH/11/2019**
Directorate: Logistics
- SALARY** : R145 281 (per annum plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Abet where applicable. Be in possession of a valid driver's license with a valid PDP. Willing to renew PDP at own expense. Be prepared to undergo drivers pre-testing exercise. Knowledge of a limited range of work procedure and elementary duties such as: working procedures in respect of working environment, equipment and courier service. Have Numeracy, Good communication skills, interpersonal relationship and driving skill. Ability to work independently and Be prepared to work shifts and work under pressure. Knowledge and understanding of customer care (Batho Pele Principles) excellent verbal and writing will be an added advantage.
- DUTIES** : Vehicle inspection before taking any trip. Provide 24 hours service to the institution. Be prepared to rotate and work shifts. Transport patients and staff members to and from different destinations around Gauteng as prescribed by the transport manager. Proper maintenance of vehicles by ensuring that the vehicle is on roadworthy condition. Filling records, completing a log sheet and ensuring that petrol slips are recorded after each trip, reporting any damage to the damages to the supervisor and manager as it happens within 12 hours. Transporting of theatre staff and all hospital staff members that are doing emergency cases and on standby.
- ENQUIRIES** : Ms. P. Maruping Tel No: 011 488 3519
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- 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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 07 June 2019

POST 18/249 : **PORTER REF NO: 03/2019 (X2 POSTS)**
Directorate: Patient Activity

SALARY : R102 534 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Abet level 3 or Grade 10. Be able to work under pressure and prepared to work shifts, day and night including public holidays.

DUTIES : Transport patients to different service points within the hospital. Checking and ordering of the oxygen cylinders. Collecting of midnight returns and discharged patient's files from the ward on a daily basis. Removal of corpses from the wards and admit them in the mortuary register. Ensure that the corpses are entered in the register during admission and removal and signed for. Ensure that wheelchairs and stretchers are clean and safe for patient use all the time. Respond promptly to telephone messages and queries.

ENQUIRIES : MS L Phaswana Tel No: (016) 428 7111
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.

CLOSING DATE : 07 June 2019

POST 18/250 : **OPERATOR REF NO: 05/2019 (X2 POSTS)**
Directorate: CSSD

SALARY : R102 534 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Abet level 3 or Grade 10. Be able to work under pressure and prepared to work shifts, day and night including public holidays.

DUTIES : Deliver and fetch theatre trolleys. Collect and issue sterile stock. Sort instruments, bowls after operations. Unpack and wash used trolleys from theatre. Clean and sterilize instruments and machines. Check sterile stock on shelves. Restore shortages of stock. Check, control and ensure that the expiry date is stamped on packages. Packing and re-packing of instruments, bandages and gowns. Keep records of all equipment issued out of CSSD. Assist with statistics of sets and packs used for the day. Clean the autoclaves.

ENQUIRIES : MS Libambo KR Tel No: (016) 428 7088
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.

CLOSING DATE : 07 June 2019

POST 18/251 : **MESSENGER REF NO: MES/CMJAH/12/2019**
Directorate: Logistics

SALARY : R102 534 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : ABET where applicable. Knowledge of a limited range of work procedure such as messenger, working procedure in respect of working environment and elementary duties such as: courier service, planning and organising skills. Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate work shifts. Knowledge of Batho Pele Principles will be an added advantage.

DUTIES : Provides a 24 hours support service to the Hospital, Collecting TTO's from wards to Pharmacy. Collecting ward stock boxes from the ward to Pharmacy level 4. Collecting drug books, JH paper to Pharmacy and delivered to the wards. Collecting blood from Blood Bank to the wards. Collect medical files from casualty

		towards when requested. Collection of specimen from the wards to the blood bank. Collection of VA 2 forms from the wards to the stores department. Safe keeping of trolleys, deliver files from casualty and records management.
<u>ENQUIRIES</u>	:	Ms. P. Maruping Tel No: 011 488 3519
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/252</u>	:	<u>LINEN ASSISTANT REF NO: LIN-ASS/CMJAH/13/2019</u> Directorate: Logistic Department
<u>SALARY</u>	:	R102 539 (per annum plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	ABET where applicable. Knowledge of a limited range of handling linen, equipment, working procedure in respect of linen working environment and elementary duties such as: courier service, planning and organising skills. Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labor. it is a legal requirement that employees wear protective clothing.
<u>DUTIES</u>	:	Collection and distribution of clean, soiled linen in the wards and other areas in the hospital on daily basis. Receiving of linen from the laundry, counting, sorting and distributing clean linen to the wards, clinics and theatres. Washing, sluicing and ironing of linen in the linen room. Taking instructions from the supervisor and participate in team work.
<u>ENQUIRIES</u>	:	Ms. M. Rasenyalo Tel No: 011 488 3757
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	07 June 2019
<u>POST 18/253</u>	:	<u>PORTER REF NO: POR/CMJAH/14/2019</u> Directorate: Logistic Department
<u>SALARY</u>	:	R102 539 (per annum plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	ABET where applicable. Knowledge of a limited range of pottering work, working procedure in respect of Porters working environment and elementary duties such as: courier service, planning and organising skills. Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate, work shifts. Customer relations and problem-solving skills will be an added advantage. It is a legal requirement that employees wear protective clothing.
<u>DUTIES</u>	:	Provide 24-hour pottering services to the hospital. Take patients to and from different areas to their destinations. Collect and clean wheelchairs and stretchers. Helping with transporting of corpses to the mortuary should a need arise or as per

management instructions. Ensure that emergency stretchers and wheelchairs are ready at all times, dressing clean stretchers with clean linen. Assist with loading and offloading of patients from ambulances and private cars. Taking instructions from the supervisor and participate in team work.

- ENQUIRIES** : Ms. M. Rasenyalo Tel No: 011 488 3757
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.
- 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 with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 07 June 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** : 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** : 07 June 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. 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

- POST 18/254** : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLES (X2 POSTS)**
Directorate: Financial Governance
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Johannesburg

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification or National Diploma in Financial Management or Accounting; 3 - 5 Years' experience in Accounts Payable Environment; 1 – 2 years' experience in the Project Management environment; Knowledge of BAS and SAP systems; Previous Government working experience; Computer literate; Knowledge of the supply chain cycle within GPG.
<u>DUTIES</u>	:	Management of the maintenance of effective relationships with customers P Card and E-Invoicing. To manage the training and support of all P Card, E-Invoicing, EIS (Electronic Invoice Submission) and Web Board users. Checking of the monthly recon of P Card Statements. Supervision of the technical support team. Supervision of the processing team (processing of petty cash; clearing of exceptions/open payment on BAS). Minimize risks and management of adherence to internal controls and procedures. Implementation of Ad-hoc Projects; Implementation of SARS Agent Appointments. User Acceptance testing. Manage and close calls logged on ITSM. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card and Electronic Invoice Submission (EIS) supplier sessions. Presentation of P-Card and EIS to suppliers. Management of staff. To manage the accounts payable automation projects section (E-invoicing, XML, P-Card and Web Board). Manage training of all GPG officials on SAP R3, E-invoicing, web-board and P Card. Manage and close calls logged on ITSM. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card Supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing.
<u>ENQUIRIES</u>	:	Ms. Baleseng Sedibe Tel No: (011) 227 9000
<u>POST 18/255</u>	:	<u>SENIOR ASSET OFFICER</u> Directorate: Assets Management: CFO
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (plus benefits) Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification National Diploma or Degree, in Finance/Supply Chain Management/Public Administration. 1 – 2 years' experience in asset management. Completion of the GPT SAIPA programme will be added advantage. This position will suit person good interpersonal, communication, negotiation, organising and interpretation skills. Ability to pay attention to detail. Ability to work under pressure.
<u>DUTIES</u>	:	To provide asset management services to the department. Manage fixed and moveable assets for the GPT. Perform reconciliation between BAS and Asset Management systems. Conduct asset verification, spot checks, asset identification, barcoding of assets, management of movements of assets and regular updates of the asset register. Reconcile the asset verification and the asset register to ensure optimal utilisation of assets. Manage the consumable stores by maintaining the controls i.e. re-order levels and stock takes.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha Tel No: (011) 227 9000
<u>POST 18/256</u>	:	<u>RISK OFFICER: INTERNAL RISK MANAGEMENT</u> Directorate: Internal Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (plus benefits) Johannesburg
<u>REQUIREMENTS</u>	:	A relevant three-year tertiary qualification (as recognised by SAQA) e.g. National Diploma in Risk Management or Auditing or Accounting. 1- 2 years' experience in Risk Management environment. Knowledge of government legislation would be advantage. Knowledge of customer relationship in a shared services environment.
<u>DUTIES</u>	:	Raise risk awareness across Department and ensure that the implementation of risk management processes in the Department. Assist in facilitating risk identification and assessment and capture the information on all risk registers that include BarnOwl software. Monitoring of action plans. Provide support to the Risk

and Ethics Management Committee. Adherence to Departmental Policies and Procedures.

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

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

CLOSING DATE : 07 June 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 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). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. 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.

OTHER POSTS

POST 17/257 : **SOCIAL WORK MANAGER**

SALARY : R794 889 - R1 100 325 per annum (within the OSD Framework)
CENTRE : Mary Moodley Child and Youth Care Worker Ref No SD/2019/05/70 (X1 Post)
Soshanguve Secure Care Centre Ref No: SD/2019/05/71 (X1 Post)
Ga Rankuwa Rearabilwe Child and Youth Care Centre Ref No SD/2019/05/72 (X1 Post)

REQUIREMENTS : Degree in Social Work. A minimum of 10 years' working experience. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Knowledge and understanding of social dynamics, human behaviour and social systems, social legislation, policies, ethical practices governing field and intake programmes and social work empowerment interventions. Must be non – judgemental, understanding, assertive, caring, creative, ability to generate practical ideas and solutions and critical thinking. Skills and Competencies: Communication, ability to intervene and resolve conflict of a complex nature, planning and organizing work for junior staff, project management, research and report writing skills.

DUTIES : Provide guidance on social work legislation for implementation in areas of Place of Safety. Manage social work interventions. Develop operational plan for social work intervention for place of safety. Develop problem solving intervention for individuals, groups, families and communities. Monitor and evaluate social empowerment programmes to individuals, groups, families and communities. Conduct social work research programmes. Design social work research methodology for intake and field programmes. Develop stakeholder support programmes.

ENQUIRIES : Mr M Radingoana Tel No: (011) 964 8700- Ms A Maluleke Tel No: (012) 730 2015/12. Mr M Netshikulwe Tel No: (012) 700 9444

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development. Mary Moodley Child and Care Centre -Corner Dewald Hatting and Tsesebe Street Apex Benoni for Attention-Mr M Radingoana Tel: (011) 964 8700
Soshanguve Secure Care Centre- Southpan Road, Soshanguve for attention Ms A Maluleke (012) 730 2015/12.
2829 Sedumedi Street Zone 2 Garankuwa Mr M Netshikulwe (012) 700 9444

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

<u>POST 18/258</u>	:	<u>SOCIAL WORK POLICY MANAGER: HIV/AIDS AND ECB REF NO: SD/2019/05/73</u>
<u>SALARY</u>	:	R794 889 - R1 100 325 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in Social Work Policy Development. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Conversant with legislation and policies pertaining to Social Welfare Services and the HIV /Aids field. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer illiterate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills.
<u>DUTIES</u>	:	Facilitate and manage the overall Departmental HIV/Aids Programme. Oversee and control the HIV/Aids budget. Make decisions, provide guidance and facilitate the development of the HIV/Aids Sub - directorate. Represent the Department at interdepartmental and intersectoral meetings and forums. Provide feedback to Executive management on an ongoing basis. Finalize the policy document for the Department, manage and facilitate the implementation of HIV/Aids legislation and policy. Manage, control, monitor and evaluate the operational processes. Ensure that HIV/Aids is integrated in all the line functions in the Department and welfare sector. Undertake and commission research in the development of community - based models that include prevention and care.
<u>ENQUIRIES</u>	:	Mr O Mkhabela Tel No: (011) 355 7937
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<u>FOR ATTENTION</u>	:	Mr O Mkhabela, Tel No: (011) 355 7937
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/259</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2019/05/67</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year Tertiary Qualification in Human Resource Management/Human Resource Development with 3-5 years' experience in Human Resource Development environment in the Public Services. A valid driver's licence. 3 years' management/supervisory experience. Knowledge and understanding of Legislative Framework governing the Training and Development practice in the Public Services. Knowledge and understanding of systems, procedures and processes regulating Human Resource Development in the Department. Skills and Competencies: Must be development and change oriented individual, strategic thinker, honesty and integrity, Performance and Self Driven, Facilitation, Consultation, Budgeting, Leadership, Communication, Training and Development Coordination, Problem Solving, People management and Empowerment skills.
<u>DUTIES</u>	:	Management and coordination of a work place skill plan. Attend regular consultation sessions with SETA on the implementation and monitoring of a Workplace Skills Plan. Management of Departmental Skills Programmes. Facilitate Departmental Skills Development Forums' activities. Management of Training and Development Budget. Monitor expenditure against training budget. Coordination of Performance Management and Development functions. Manage the compliance monitoring to Performance Management and Development

procedures and processes by staff in the Department. Management of Departmental Induction Programme. Manage the rollout of Departmental Induction Programme to newly appointed staff. Management of Sub-Directorate. Manage staff performance and development, leave, discipline and grievances.

ENQUIRIES : Ms I Mantome Tel No: (011) 227 0105
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : Ms I Mantome Tel No: (011) 227 0105
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/260 : **DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF: SD/2019/05/68**

SALARY : R733 257 per annum (plus benefits)
CENTRE : Ekurhuleni Region
REQUIREMENTS : A three year National Diploma in Human Resource Management with 3-5 years' experience in the field of Human Resource environment. A valid driver's license. 3 years' management/supervisory experience. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Procedures and system in the public services. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills.

DUTIES : Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordinate regional records management system and management of service point cluster managers. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralisation plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit.

ENQUIRIES : Ms N Pete Tel No: (011) 820 0332
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to Private Bag x1008, Germiston, 1400

FOR ATTENTION : Ms N Pete, Tel- (011) 820 0332
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/261 : **DEPUTY DIRECTOR: NPO FINANCING REF NO: SD/2019/05/69**

SALARY : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
CENTRE : West Rand Region
REQUIREMENTS : A three year Tertiary Qualification in Accounting and Financial Management. A relevant post-graduate qualification will be advantageous. 3-5 years' experience in the field of accounting & financial management or monitoring & compliance. 3 years' management/supervisory experience. A strong background and/or knowledge in monitoring & evaluation will be required. A Valid driver's licence. Knowledge and understanding of PFMA, Policy on Financial Rewards and other policy and legislative frameworks regulating NPO funding in the public. Knowledge and understanding of Departmental NPO funding processes and procedures and Treasury Regulations. Skills and Competencies: Good communication, financial management, report writing and leadership skills.

DUTIES : Provide strategic leadership, direction and mentorship to the Head Office and Regional Office units on all NPO matters. Oversee and support the overall functioning of all Regional Office Units. Develop and update the provincial Financial Policy and Funding Guidelines. Continuously develop relevant and cost-efficient costing models for all funded programmes delivered by NPOS. Ensure

timely compilation of a consolidated/provincial proposed approved budget for Executive Management for final authorization. Create new and existing Budget Products (SUBSIDY RATES) on Supatsela. Consolidate and analyse the reconciliation (RECON) reports from Regional Offices for any variances such as outstanding subsidy payment. Prepare quarterly comprehensive reports for various stakeholders such as Legislature, Departmental Quarterly report, Treasury etc. Manage staff development and training. Distribute workload to staff. Monitor and analyse monthly reports from staff.

ENQUIRIES : Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to- Private Bag X 2068, Krugersdorp 1740.

FOR ATTENTION : Mr RS Makgorogo, Tel No: (011) 950 7803
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/262 : **PROFESSIONAL NURSE SPECIALTY (PRIMARY HEALTH CARE) GRADE 1**

SALARY : R383 226 – R579 696 per annum (within the OSD Framework)
CENTRE : Zanele Mbeki Frail Care Centre Ref No: SD/2019/05/74 (X2 Posts)
 Dr Fabian and Florence Ribeiro Treatment Centre Ref No: SD/2019/05/75 (X1 Post)

REQUIREMENTS : A Diploma/Degree in Nursing or equivalent qualification plus qualification in Primary Health Care that allows registration with the South African Nursing Council with 7 years' experience as a Professional Nurse. Current registration with South African Nursing Council (SANC) as a Professional Nurse. Skills & competencies required: Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.

DUTIES : Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.

ENQUIRIES : Ms Z Nhlapo Tel No: (011) 817 7303
 Ms S Hutchinson Tel No: (012) 734 8377

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development:
Zanele Mbeki Frail Care Centre, 3 Vlakfontein Road, Dunnotar, 1496 for attention
 Ms Z Nhlapo Tel: (011) 817 7303
Dr Fabian and Florence Ribeiro Treatment Centre, Zonderwater Road, Next to

POST 18/263 : **ASSISTANT DIRECTOR (REGIONAL SERVICES AND INSTITUTIONS) SERVICE DELIVERY REF NO: SD/2019/05/76**

SALARY : R376 596 per annum (plus benefits)
CENTRE : Head Office

REQUIREMENTS : A three year Tertiary Qualification with 3-5 years' experience in Service Delivery improvement environment in the Public Service. A Valid driver's license. Knowledge and understanding of legislative framework governing the Transformation of Service Delivery practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Regional Service Delivery Model, systems, procedures and processes applicable in the Department. Must be People Centred and Development oriented individual, Honest and Integrity, Performance and Self driven. Skills and Competencies: Must have

<u>DUTIES</u>	:	Facilitation, Consultation, Leadership, Communication, Finance Management, Consultation, People management and Empowerment skills.
	:	Rendering support to the Chief Directorate in the implementation of departmental programmes, Coordinate, consolidate and submit operational plans for Regions. Facilitate service delivery review sessions. Consolidate and analyse monthly reports from the Regions. Refer and follow-up reported cases with Regions. Submit responses on Presidential and Premier hotline cases to Monitoring and Evaluation and Premier's office. Coordination and Consolidation of calendar events. Analyse the state of the Province Address. Collate Regional inputs on annual calendar events. Collation of Rural nodes reports. Analyse and consolidate rural nodes reports. Submit rural nodes reports to Monitoring and Evaluation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Moloi Tel No: (011) 227 0062
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development 69 Commissioner, Thusanong building, Johannesburg or posted to - Private Bag x35, Johannesburg, 2000
<u>FOR ATTENTION NOTE</u>	:	Ms S Moloi Tel No: (011) 227 0062
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/264</u>	:	<u>ASSISTANT DIRECTOR ADMINISTRATION AND AUXILIARY SERVICES REF NO: SD/2019/05/77</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits)
	:	Soshanguve Secure Care Centre
	:	A three year Tertiary Qualification in Public Administration/Human Resource Management /Finance Management/Supply Chain Management with 3-5 years' experience in general Administration environment in the Public Service. A valid driver's license. Knowledge of legislation, and Policy framework governing Human Resources /Financial Management/Supply Chain/ Facilities Management in the Public Sector. Skills and Competencies: Financial Management, Supply Chain Management and Report writing skills.
<u>DUTIES</u>	:	Manage HRM, finance and supply chain functions. Oversee general administration support functions including, food, laundry, and switchboard service. Coordination of facilities management functions. Manage repairs projects in the institution. Coordinate the implementation of Occupational Health and Safety Programme.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Maluleke Tel No: (012) 730 2015/12
	:	Please forward applications, quoting the relevant reference number to Soshanguve Secure Care Centre, Southpan Road, Soshanguve
<u>FOR ATTENTION NOTE</u>	:	Ms A Maluleke Tel No: (012) 730 2015/12
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 18/265</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: SD/2019/05/78</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits)
	:	Head Office
	:	A three year Tertiary Qualification at NQF level 6. Middle management and leadership experience. Demonstrated experience in Information Technology field. A minimum of 3-5 years' experience in middle management level. A valid drivers' licence. Knowledge and understanding of the legislative frameworks governing the Public Services and PFMA. Skills and Competencies: Strategic planning, information systems, financial management, policies, procedures, legislation, Project management, report writing, planning and organising, coordination and communication skills.
<u>DUTIES</u>	:	Analyse business requirements. Identify additional needs and gaps. Prepare business requirement analysis reports. Alignment of systems to business requirements. Design business and systems process maps. Design testing methods and conduct testing on proposed changes. Verify system functionality and implement system changes. Design training manuals, system change management plans and provide support to users.
<u>ENQUIRIES</u>	:	Ms C Mabaso Tel No: (011) 355 7971

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

FOR ATTENTION NOTE : Ms C Mabaso Tel No: (011) 355 7971
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/266 : **ASSISTANT DIRECTOR POPULATION AND DEVELOPMENT RESEARCH REF NO: SD/2019/05/79**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (plus benefits)
: Head Office
: A three year Tertiary Qualification in Population Studies. At least 3 years experience in undertaking research projects. A Valid driver's licence and computer literate. Ability to use data analysis software packages.

DUTIES : Initiate and supervise population related research and undertake advanced research. Identify, prioritise and obtain approval of research themes. Determine the research strategy. Participate in the evaluation and approval of reports. Supervise and undertake population analysis and interpretation of data to support stakeholders with implementation of the population Policy. Identify sources of data and information. Participate in the maintenance of statistical, survey and other research database. Supervise employees. Plan and allocate work. Undertake human resource and other related administrative functions.

ENQUIRIES APPLICATIONS : Ms T Mbhense Tel No: (011 355 7703)
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

FOR ATTENTION NOTE : Ms T Mbhense Tel No: 011 355 7703
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/267 : **ASSISTANT DIRECTOR POPULATION, ADVOCACY AND IKM REF NO: SD/2019/05/80**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (plus benefits)
: Head Office
: A three year Tertiary Qualification in Population studies or demography. At least 3 years' experience in the population and or demography field. A valid driver' license. The ability to conduct complex and technical population and demographic activities in a short space of time. Computer literacy.

DUTIES : Supervise and undertake the development and implementation of an advocacy and IEC strategy to promote population policy. Supervise and undertake the development and implementation of population and development knowledge and information management strategy at provincial level. Supervise and undertake the production and dissemination of materials/ publications to support advocacy and IEC activities. Supervise employees.

ENQUIRIES APPLICATIONS : Ms T Mbhense Tel No: 011 355 7703
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

FOR ATTENTION NOTE : Ms T Mbhense Tel No: 011 355 7703
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/268 : **ASSISTANT DIRECTOR: SERVICE POINTS REF NO: SD/2019/05/81**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (plus benefits)
: West Rand Region
: A three year Tertiary Qualification in Public Management/Monitoring and Evaluation with 3-5 years' experience in NPO environment. A Valid driver's licence Knowledge and understanding of Legislative and Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO's in the Public

Sector. Knowledge and understanding of Departmental processes regulating the monitoring and evaluation of funded non-profit organisation. Skills and Competencies. Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills. The individual must be development orientated, honest, innovative and thorough in details.

DUTIES : Monitoring of administrative support services, provisioning of fleet management, human resource management, supply chain management and oversee the provision of switchboard services. Monitoring of service delivery improvement programmes including the implementation of queue marshalling and referral systems. Signage to service points, management of queries and promote service points in the communities. Allocate staff in service points. Develop staff performance contract, conduct quarterly performance reviews, leave plans, staff grievances and disciplinary matters.

ENQUIRIES : Mr RS Makgorogo Tel No: (011) 950 7803

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to- Private Bag x 2068, Krugersdorp 1740.

FOR ATTENTION : Mr RS Makgorogo Tel No: (011) 950 7803

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/269 : **BUSINESS ANALYST REF NO: SD/2019/05/82 (X2 POSTS)**

SALARY : R376 596 per annum (plus benefits)

CENTRE : Head Office

REQUIREMENTS : A three year Tertiary Qualification. A minimum of 3-5 years' experience in Middle Management level and Information Technology. A valid code B drivers' license. Skills and Competencies: Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Team working, business insight, interpersonal relations, supervision, analytical, project management, coordination and good communication skills.

DUTIES : Preparing business requirements analysis report. Analysing business requirements. Designing business process maps. Submitting proposal for approval. Informing users on the new changes. Interacting or visiting users and onsite support to record management. Designing testing methods. Conducting testing on proposed changes. Verifying systems functionally. Designing systems change management plans. Providing support to users.

ENQUIRIES : Ms C Mabaso Tel No: (011) 355 7971

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

FOR ATTENTION : Ms C Mabaso Tel No: (011) 355 7971

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/270 : **SOCIAL WORK POLICY DEVELOPER VICTIM EMPOWERMENT PROGRAMME REF NO: SD/2019/05/83**

SALARY : R363 801 – R581 178 per annum (within the OSD Framework)

CENTRE : Head Office

REQUIREMENTS : Degree in Social Work. A minimum of 5 years' experience as a Social Worker in Social Welfare services after registration with SACSSP. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing Victims of Gender Based Violence. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting writing, negotiation and verbal and written communication skills.

DUTIES : Develop guidelines for shelters of victims of GBV. Facilitate the registration of the shelters. Implement policy guidelines and norms and standards for VEP. Facilitate forums on shelter network and coordinate awareness programmes. Provide

capacity building programmes to stakeholders in the sector rendering services to VEP. Coordinate research and develop services to shelters. Communication of research findings to stakeholders. Compile and consolidate reports on shelters for GBV on monthly, quarterly and annual basis. Facilitate the administrative function to support the shelters.

ENQUIRIES : Mr Z Jaca Tel No: (011) 355 7678
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.
FOR ATTENTION : Mr Z Jaca Tel No: (011) 355 7678
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/271 : **SOCIAL WORK POLICY DEVELOPER SOCIAL CRIME PREVENTION REF NO: SD/2019/05/84**

SALARY : R363 801 – R581 178 per annum (within the OSD Framework)
CENTRE : Head Office
REQUIREMENTS : Degree in Social Work. A minimum of 5 years' experience as a Social Worker in probation services after registration with SACSSP. A valid driver's licence. Submission of valid registration certificate with the SACSSP Council. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills.

DUTIES : Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blue print: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.

ENQUIRIES : Mr Z Jaca Tel No: (011) 355 7678
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

FOR ATTENTION : Mr Z Jaca Tel No: (011) 355 7678
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/272 : **SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLY CHAIN REF NO: SD/2019/05/85**

SALARY : R316 791 per annum (plus benefits)
CENTRE : Ekurhuleni Region
REQUIREMENTS : A three year Tertiary Qualification in Finance or Supply Chain Management with 2-3-years' experience in Finance and Supply Chain Management. A Valid driver's licence Knowledge of Public Sector Finance and Supply Chain Management. Knowledge of legislative framework governing to public service. Knowledge of legislative framework governing Supply Chain Management. Skills and Competencies Communication, problem solving, interpersonal, planning and organising, coordination, analytical and numerical skills.

DUTIES : Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation,

performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.

ENQUIRIES : Ms N Pete Tel No: (011) 820 0332

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to Private Bag x1008, Germiston, 1400.

FOR ATTENTION : Ms N Pete Tel No: (011) 820 0332

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/273 : **SENIOR ADMINISTRATION OFFICER: HR AND RECORDS REF NO: SD/2019/05/86**

SALARY : R316 791 per annum (plus benefits)

CENTRE : Ekurhuleni Region

REQUIREMENTS : A three year Tertiary Qualification in HRM with 2-3-years' experience in the HR and Auxiliary Services environment. A valid driver's license. Knowledge and understanding of legislation, policies, processes and procedures governing Human Resource Practice in the Public Service. Knowledge and understanding of Human Resource needs, model and challenges in the Regional office. Skills and Competencies Report writing, communication, conflict resolution, problem solving and interpersonal skills.

DUTIES : To monitor the implementation of HRM functions in the Region. Implement the delivery of application. Implement shortlisting and interview process within the Region. Monitor and finalisation and submission of appointment motivation to Head Office. Coordinate of service benefits, HRD functions, bursaries and performance management functions. Coordinate sensitisation of staff performance management, conclude and submission of performance agreements. Supervise and Manage training and development of staff. Implement the attendance registers monitoring and leave plan within the Region.

ENQUIRIES : Ms N Pete Tel No: (011) 820 0332

APPLICATIONS : The department reserves the right to fill or not to fill this position(s). Applications can delivered to: The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag X1008, Germiston, 1400

FOR ATTENTION : Ms N Pete Tel No: (011) 820 0332

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

POST 18/274 : **SENIOR ADMIN OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2019/05/87**

SALARY : R316 791 per annum

CENTRE : Head Office

REQUIREMENTS : A three year Tertiary Qualification in Human Resource Management/HRD with 2-3 years' experience in Human Resource Development environment. Knowledge and understanding of legislative framework governing the training and Development practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Learnership, Internship, Bursary Scheme and Induction systems, procedures and procedures applicable in the Department. A valid driver's licence.

DUTIES : Implement Bursaries, Induction and AET. Implement Training Coordination in line with Departmental TQMS and Skills Planning. Secretarial functions of the Skills Development committee. Coordinate budget reconciliation to maintain sound financial administration. Implement Social Work Scholarships, GPG bursaries in line with the policy, Learnerships, Internships and PMDS. Compile HR Management information reports. Implement the CIP and Career Expo's. Facilitate road shows / awareness. Implement recognition of improved qualification.

ENQUIRIES : Ms M Skosana Tel No: (011) 227 0069

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION : Ms M Skosana Tel No: (011) 227 0069

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/275 : **SENIOR ADMINISTRATIVE OFFICER: OFFICE SERVICES REF NO: SD/2019/05/88**

SALARY CENTRE REQUIREMENTS : R316 791 per annum
: Head Office
: A three year Tertiary Qualification with 2-3 years' experience in records management. Extensive appropriate experience in switchboard and Food Aid. Knowledge and understanding of legislative framework governing the public service, PFMA, department's constitutional mandate. Skills and Competencies: analytical, project management, report writing, communication, problem solving and conflict management skills. Applied strategic thinking, budgeting and financial management, change management, team leadership, people management and empowerment, customer focus and responsiveness and honesty and integrity. A valid drivers' licence.

DUTIES : Customer services. Monitor and evaluate the performance of the team. Control and check that delivered stock is properly captured. Responsible for safe-custody of stock. Develop and implement telephone policy procedures/practices within the Department. Submit monthly reports to management. Ensure that staff is trained.

ENQUIRIES APPLICATIONS : Mr Z Jaca Tel No: (011) 355 7678
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

FOR ATTENTION NOTE : Mr Z Jaca Tel No: (011) 355 7678
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/276 : **TECHNICIAN: ICT OPERATIONS REF NO: SD/2019/0/05/90**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (plus benefits)
: Head Office
: A three year Tertiary Qualification in Information Technology with 2-3 years' experience in Information Technology and Technical ICT operations environment. A valid drivers' license. knowledge and understanding of ICT operations legislative framework, ICT operations strategy and ICT hardware and software standards in the public sector. Skills and Competencies: Technical oriented, attention to detail, systematic, ICT technical, analytical, report writing, communication, problem solving, interpersonal, planning and organising, coordination and facilitation skills.

DUTIES : Provide service desk functions and technical operations. Implement ICT standards, policies and procedures on software, hardware and service desk functions. Supervise, train and mentor Interns on ICT Technical operations.

ENQUIRIES APPLICATIONS : Mr Z Jaca Tel No: (011) 355 7678
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

FOR ATTENTION NOTE : Mr Z Jaca Tel No: (011) 355 7678
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/277 : **SENIOR ADMIN OFFICER: BUDGET CONTROL REF NO: SD/2019/05/91 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (plus benefits)
: Head Office
: A three year Tertiary Qualification in Finance/ Financial Management with 2-3 years' experience. A valid driver's license. Knowledge and understanding of legislative frameworks governing the Public Service. Knowledge and understanding of PFMA and the Department's Constitutional mandate. Skills and Competencies: Good analytical, report writing, communication, interpersonal and leadership skills.

DUTIES : Provide training and support to programme managers with regards to budget related issues and on any financial related matters within the span of control. Consolidate budget input from programme and responsible managers and ensure that it reconcile to approved budget letters and assist with management and requisition of departmental related issues. Ensure the expenditure allocation used on RLS01 and payment advice forms are correct before payment are processed on BAS, SAP and Communicate all misallocations of training identified with relevant office and ensure that corrections are done within 30 days. Analyse monthly reports submitted by programme managers and consolidate a report for all the inputs received.

ENQUIRIES APPLICATIONS : Ms Evelyn Choshi Tel No: (011) 355 7700
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg, or posted to Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms Evelyn Choshi
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/278 : **SENIOR ADMIN OFFICER: SYSTEMS CONTROL AND TRAINING REF NO: SD/2019/05/92**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (plus benefits)
: Head Office
: A three year Tertiary Qualification in Financial Management/ Management Accounting with 2-3 year's experience in Management. Accounting environment in the Public Service. A valid driver's license Knowledge and understanding of Financial systems training methodologies and Departmental procedures regulating financial Systems. Knowledge and understanding of legislative framework governing the Budget planning, implementation and monitoring systems, procedures and processes in the Public Service. Skills and Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills. A valid driver's License.

DUTIES : Roll out of Financial Systems Training in the Department and follow up on training needs assessments for individuals and group of employees. Conduct training on expenditure, revenue and Supply Chain Management monitoring. Provide assistance on budget on budget preparation and allocations. Support and advice programme managers on the implementation of budget reform measures in all entities. Provide assistance on the implementation of expenditure monitoring and control systems and identify misallocations of expenditure. Enhancement of Financial Internal Control systems identify gaps in Financial Internal Control systems in the Office of the CFO.

ENQUIRIES APPLICATIONS : Ms Evelyn Choshi Tel No: (011) 355 7700
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg, or posted to Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms Evelyn Choshi
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/279 : **SENIOR ADMINISTRATIVE OFFICER: EPWP COORDINATOR**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (plus benefits)
: West Rand Region Ref No: SD/2019/05/93 (X1 Post)
: JHB Metro Region Ref No: SD/2019/05/89 (X1 Post)
: A three year Tertiary Qualification in Community Development. 2-3-years' experience in basic Community Home Based Care programmes. A valid driver's license Knowledge and understanding of legislative/Policy frameworks, processes and procedures regulating Home Based Care programmes, policies and processes applicable in Social Welfare sector. Skills and Competencies. Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills. The individual must be development orientated, caring and sensitive to vulnerable groups.

DUTIES : Monitoring of norms and standards based on CHBC. Conduct site inspections and identifying of deviations within CHBC NGO's. Monitor the implementation of corrective measures on CHBC capacity building programmes. Assist in the placement of home based care givers within the Expedited Public Work Programme. Identify vulnerable household in need of psycho-social support services.

ENQUIRIES : Mr RS Makgorogo Tel No: (011) 950 7803
Ms C Dukwana Tel No: (011) 355 9502

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, for Attention -Mr RS Makgorogo, Tel- (011) 950 7803 or posted to- Private Bag x 2068, Krugersdorp 1740 JHB Metro Region 91 Commissioner Street, Johannesburg Private Bag X1 Johannesburg for Attention Ms C Dukwana (011) 355 9502

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/280 : **SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLY CHAIN**

SALARY : R316 791 per annum (plus benefits)

CENTRE : Soshanguve Secure Care Centre Ref No: SD/2019/05/94 (X1 Post)
Itireleng Workshop for the Blind Ref No: SD/2019/05/95 (X1 Post)

REQUIREMENTS : A three year Tertiary Qualification in Finance or Supply Chain Management, with 2-3-years' experience in Finance and Supply Chain Management A valid driver's license. Knowledge of Public Sector Finance and Supply Chain Management. Knowledge of legislative framework governing to public service. Knowledge of legislative framework governing Supply Chain Management. Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination, analytical and numerical skills.

DUTIES : Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation, performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.

ENQUIRIES : Ms A Maluleke Tel No: (012) 730 2015/12

APPLICATIONS : Please forward applications, quoting the relevant reference number to for Attention-: Soshanguve Secure Care Centre, Southpan Road, Soshanguve

FOR ATTENTION : Ms A Maluleke Tel No: (012) 730 2015/12

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/281 : **SENIOR ADMINISTRATIVE OFFICER: INSTITUTIONS REF NO: SD/2019/05/96**

SALARY : R316 791 per annum (plus benefits)

CENTRE : Head Office

REQUIREMENTS : A three year Tertiary Qualification with 2-3years' experience in administration in the institution environment. A valid driver's licence. Knowledge and understanding of legislative framework governing the Transformation of Service Delivery practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Regional Service Delivery Model, systems, procedures and processes applicable in the Department. Skills and Competencies: Development oriented individual, Performance and self-driven, Honesty and integrity. Must have ability to function within a team, Budgeting and financial administration, Planning and organising capabilities, Computer literacy, Communication and Report writing skills.

DUTIES : Provision of administrative support to the Directorate. Provide secretariat functions during meetings between the Directorate and stakeholders (internal and external). Coordination of reports and submission. Receiving of submissions and follow-up on non-submissions. Manage Administrative (SCM/HR) matters within the Directorate. Handle HR matters within the Directorate (Attendance Registers/Leave forms). Provide programme and project support to the Directorate: Institutions. Assist the Directorate with the consolidation of monthly POA report.

ENQUIRIES APPLICATIONS : Ms M Skosana Tel No: (011) 227 0069
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms M Skosana Tel No: (011) 227 0069.
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/282 : **ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: SD/2019/05/97**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (plus benefits)
: JHB Metro Region
: A three year Tertiary Qualification. with 1-2 years' experience in Fleet Management A valid driver's licence Knowledge of Public Service Act, transport circulars, leave policies, PFMA and Treasury Instructions. Skills and Competencies: Numeracy, financial management, problem solving, literacy-verbal and written communication, Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills.

DUTIES : Monitoring of staff. Ensuring effective control over utilization of vehicles. Asset monitoring. ELS-utilisation of GG Fleet based- kilometres. Liaison with service providers. Monitoring of inspections conducted on GG vehicles. Capturing fuel claims. Preparing applications for subsidized vehicles. Providing advice. Compiling non-compliance letters. Updating starting and ending odometer reading of GG vehicles. Updating stats on subsidized vehicles.

ENQUIRIES APPLICATIONS : Ms Christinah Dukwana Tel No: (011) 355-9502
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Johannesburg Metro Region 91 Commissioner Street, Private Bag x1 Johannesburg, 2000

FOR ATTENTION NOTE : Ms Christinah Dukwana Tel No: (011) 355-9502
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/283 : **ADMINISTRATIVE OFFICER POLICY COORDINATION REF NO: SD/2019/05/98**

SALARY CENTRE REQUIREMENTS : R257 508 per annum plus benefits
: Johannesburg Head Office
: A three year Tertiary Qualification with 1-2 years' experience in policy and research environment in the Public Service. A valid driver's licence. Skills and Competencies: Good communication, writing, interpersonal and supervision skills .Must be self – driven, innovative and creative.

DUTIES : Provide assistance in the analysis of existing policies and compile a policy analysis report. Provide expert policy development advice to programme managers and other key role players. Assist in design of draft policies in terms of policy development systems, procedures and processes. Disseminate revised and newly developed policies to staff and managers on the implementation of approved policies. Monitor and evaluate approved policies based on the correct and effective implementation and identifying gaps and errors in the implementation of policies. Review and analyse policy gaps identified during implementation phase. Conduct policy review session and submit proposed policy amendments for consultation and approval process.

ENQUIRIES : Mr Moses Mbedana Tel No: (011) 355 0139

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000

FOR ATTENTION NOTE : Mr Moses Mbedana Tel No: (011) 355 0139
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/284 : **ADMIN OFFICER: ACCOUNTS PAYABLE REF NO: SD2019/05/99**

SALARY CENTRE REQUIREMENTS : R257 508 per annum plus benefits
: Head Office
: A three year Tertiary Qualification in Financial/Accounting with 1-2 years' experience in Finance. A valid driver's license. Demonstrated knowledge of Accounts Payable Functions. Knowledge and understanding of legislative and policy frameworks regulating the accounts payable process, procedures and systems. Knowledge and understanding of PFMA and treasury regulations. Skills and Competencies: Good analytical, report writing, communication, interpersonal and facilitation skills.

DUTIES : Prepare expenditure, compilation of payments within the Department and assist in the monitoring of key accounts of the department. Replenishment of Petty Cash and Cashier Services. Reconcile and compile all creditors including +2000 NGOs. Maintain and update the filing system of all accounting records and implement recommendations made by Auditor General. Prepare monthly and quarterly expenditure reports and compile year-end accruals.

ENQUIRIES APPLICATIONS : Ms Evelyn Choshi Tel No: (011) 355 7700
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to Private Bag X35, Johannesburg, 2000.

FOR ATTENTION NOTE : Ms Evelyn Choshi
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 18/285 : **PROFESSIONAL NURSE GENERAL NURSING GRADE 1**

SALARY CENTRE : R256 905 – R485 475 per annum (within the OSD Framework)
: Itireleng Workshop for the Blind Ref No: SD/2019/05/100 (X1 Post)
: Zanele Mbeki Frail Care Centre Ref No: SD/2019/05/101 (X1 Post)
: Don Mattera CYCC Ref No: SD/2019/0/102 (X1 Post)
: Dr Fabian and Florence Ribeiro Treatment Centre Ref No: SD/2019/05/103 (X1 Post)
: Father Smangaliso Mkhathshwa CYCC Ref No: SD/2019/05/104 (X3 Posts)
: Mary Moodley CYCC Ref No: SD/2019/05/105 (X1 Post)
: Walter Sisulu CYCC Ref No: SD/2019/05/108 (X1 Post)

REQUIREMENTS : A Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Current Registration with the Council with South African Nursing Council (SANC) as a Professional Nurse. Skills & competencies required: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills.

DUTIES : Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters.

ENQUIRIES : Ms N Machaba Tel No: (012) 7039014/5 - Itireleng
: Ms Z Nhlapo Tel No: (011) 8177303 - Zanele Mbeki
: Mr K Khipa Tel No: (011) 723 9209 – Don Mattera
: Ms S Hutchinson Tel No: (012) 734 8377 – Dr Fabian and Florence

Ms T. Chauke Tel No: (011) 964 8700 – Mary Moodley
Ms C Letoaba Tel No: (012) 797 8304 – Father Smangaliso Mkhatswa
Ms T Mokgokolushi Tel No: (011) 938 0004 - Walter Sisulu Child and Youth Care Centre

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development: **Itireleng for the Blind**: 3152 Sekwati Street Zone 2 Garankuwa for attention Ms N Machaba (012) 7039014/5 **Zanele Mbeki Frail Care Centre**: 3 Vlakfontein Road, Dunnottar for attention Ms Z Nhlapo Tel No: (011) 8177303
Don Mattera CYCC: C/O First Avenue and Fourth Street, Edenvale, for attention Mr K Khipa Tel No: (011) 723 9209
Dr Fabian and Florence Ribeiro Treatment Centre: Zonderwater Road, Next to Zonderwater Prison, Cullinan or Private Bag X 1004, Cullinan, 1000 for attention Ms S Hutchison Tel No: (012) 734 8377
Mary Moodley Child Centre: Corner Dewald Hatting and Tsesebe Street Apex Benoni, For Attention: Mr M Radingoana Tel No: (011) 964 8700
Father Smangaliso Mkhatswa: Southpan Road, Soshanguve, For Attention: Ms C Letoaba Tel No: (012) 797 8304
Walter Sisulu Child and Youth Care Centre: 3 Modder Street Noordgesig 1804 for Attention Ms T Mokgokolushi Tel No: (011) 938 0004
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

POST 18/286 : **PERSONAL ASSISTANT RISK MANAGEMENT AND COMPLIANCE REF NO: SD/2019/05/106**

SALARY : R257 508 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : A three year Tertiary Qualification with 3 years' experience in rendering a support service to Senior Management. A valid driver's license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

DUTIES : Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms V Cimani Tel No: (011) 355 7707
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg.

FOR ATTENTION : Ms V Cimani Tel No: 011 355 7707
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.