ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

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

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

CLOSING DATE
24 June 2019, 12h00. No late applications will be considered

NOTE
Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore SMS posts woman will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments) The Competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 20/65
DEPUTY DIRECTOR-GENERAL: TRANSVERSAL SERVICES REF NO: REFS/004115

SALARY
R1 446 378 per annum (all inclusive package which can be structured according to the individual’s needs)

CENTRE
Johannesburg

REQUIREMENTS
Grade 12 plus an undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) in Public Administration/ Management/ Human Resources/ Law/ Communications as recognized by SAQA. At least 8-10 years’ experience at Senior Management level. Extensive working knowledge of the public sector. Knowledge, experience and understanding of the Public Finance Management Act (PFMA) and related frameworks.Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Customer Focus, Communication, Honesty and Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Focused, logical and organised. Reliable and consistent. Strong management and leadership.

DUTIES
Ensure the provision of strategic administration services in the areas of human resources management; communications; legal services and knowledge management. Planning, directing and co-ordinating operational activities of the Department to enable the achievement of Organisational Strategy Imperatives. Provide an overall operational direction defining, developing and integrating the strategic plan for Service Delivery on a short, medium and long term basis. Manage and control departmental expenditure within agreed budgets. Oversee integrity management services. Co-ordinate risk and business continuity. Departmental coordination, personnel management and special programmes, financial management and general administration.

ENQUIRIES
Mr N Mogale Tel No: 011 240 2561
DEPARTMENT OF HEALTH

OTHER POSTS

POST 20/66

: CLINICAL MANAGER (MEDICAL) GRADE 1 (X1 POST)
Directorate: Johannesburg Health District

SALARY : R1 173 900 (An all-inclusive package)
CENTRE : Hast
REQUIREMENTS : MBChB Degree. Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 5 years’ as a Medical Practitioner after Registration with the HPCSA as a Medical Practitioner. 5 years’ experience in management and capacity building, training in the prevention treatment and care of HIV, AIDS and TB. Management of HIV, AIDS and TB in the prevention, treatment and care of HIV, AIDS and TB. Practical experience in providing mentorship in pediatric care treatment programs. In depth knowledge of Tier Net application in clinical management. Knowledge of current evidence -base HIV and reproductive health trends and best practices. Experience in health system strengthening will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication (written and Verbal), A valid driver’s license.

DUTIES : Provide clinical leadership and guidance for the implementation of HIV and AIDS care and treatment programmes. Provide expertise in areas of all sub-programmes of the HIV and AIDS programme, ie ART, TB Care,RTC,PICT,MTCT,HTS,STI’s and safe medical male circumcision. Participate in the strengthening of comprehensive HIV and AIDS and TB care and treatment services in healthcare facilities. Build staff capacity to improve treatment outcome. Guide HIV and AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment, monitoring tests according to national and international standards. Ensure that provincial managers are kept abreast with innovation, latest development and evidence-based trends in research and good practices in the field of HIV, AIDS and TB. Provide regular updates to provincial managers on innovation.

ENQUIRIES : Ms M. Makhetha Tel No: (011) 694-3809
APPLICATIONS : Application form z83, certified CV, ID, etc. not older than 3 months to be left in boxes provided at Hillbrow, Lilian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.

NOTE : Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

CLOSING DATE : 21 June 2019

POST 20/67

: DEPUTY MANAGER
Directorate: Johannesburg Health District

SALARY : R843 618 (An Inclusive package per annum)
CENTRE : Health Programs
REQUIREMENTS : A Degree/Diploma in Nursing or health related field. And registration with HPCSA OR SANC. Proof of the current registration with the health professional body. A minimum of 10 years Appropriate / recognizable experience after registration with the Professional council. 6 years’ experience in Health Programmes management as an Assistant Director. Knowledge in financial management, Human Resource management, leadership, decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Computer literacy and valid driver’s license.

DUTIES : Coordination and evaluation of maternal, child and Women’s Health (MCWH), Nutrition, School Health, Youth Friendly services and expanded program on immunisation. Analyse performance of Health Programmes against set targets. Compile and submit monthly quarterly and annual reports on the performance of Health Programs. Liase with internal and external stakeholders. Coordinate outreach programmes in the district. Supervise and manage performance of personnel and officials reporting to the programme. Ensure prudent Financial
Management and control of government resources. Prioritise procurement needs according to available resources. Support sub-districts in health programmes.

**ENQUIRIES**
Ms M. Makhetha  Tel No: (011) 694-3809

**APPLICATIONS**
to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.

**NOTE**
form Z83, certified CV, ID, etc. not older than 3 months.

**CLOSING DATE**
21 June 2019

**POST 20/68**
ASSISTANT MANAGER NURSING SPECIALTY: PN B4 (OBSTETRICS & GYNAECOLOGY) REF NO: CHBAH 156
Directorate: Nursing Services-Oncology

**SALARY**
R614 991 – R692 166 per annum (Plus benefits)

**CENTRE**
Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**
Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Oncology Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

**DUTIES**
delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. interpersonal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES**
Ms Ramela  Tel No: (011) 933 8148

**APPLICATIONS**
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.

**POST 20/69**
**ASSISTANT MANAGER AREA: GENERAL NIGHT DUTY REF NO: HRM 54/2019**
**Directorate: Nursing**

**SALARY**: R562 800 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Nursing Management qualification with South African Nursing Council At least 3 years of the period referred to above must be appropriate recognizable experience at management level at a hospital Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Computer literacy. Verified proof of experience. Service certificates compulsory. South African Nursing Council annual practicing certificate.

**DUTIES**: Delegate, supervise and co-ordinate the provision of effective 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 ‘establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork) 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. Maintain Professional growth ethical standards and development of self and subordinates.

**ENQUIRIES**: Ms. LR Van Niekerk BE Tel No: (012) 354 2367

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

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

**CLOSING DATE**: 21 June 2019

**POST 20/70**
**ASSISTANT MANAGER GRADE 1 (X1 POST)**
**Directorate: Johannesburg Health District**

**SALARY**: R562 800 (An all-inclusive package)

**CENTRE**: Hast

**REQUIREMENTS**: A Degree/Diploma in Nursing or health related field and registration with HPCSA OR SANC. Proof of the current registration with the health professional body. A minimum of 8 years Appropriate / recognizable experience after registration with the Professional Council. At least 3 years of 10 years’ experience must be in Health Programmes management. Knowledge in financial management, Human Resource management, leadership, decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Computer literacy and valid driver’s license.

**DUTIES**: Provide clinical leadership and guidance for the implementation of HIV and AIDS care and treatment programmes. Provide expertise in areas of all sub-programmes of the HIVand AIDS programme,ie ART , TB Care,RTC,PICT,PMTCT,HTS,STI’s and safe medical male circumcision. Participate in the strengthening of comprehensive HIV and AIDS and TB care and treatment services in healthcare facilities. Build staff capacity to improve treatment outcome. Guide HIV and AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment. Monitoring tests according to national and international standards. Ensure that provincial managers are kept abreast with innovation, latest development and evidence-based trends in research and good practices in the field of HIV. AIDS and TB. Provide regular updates to provincial managers on innovation. Knowledgeable and experienced in HIV, TB and Sexually Transmitted infections and 90/90/90.
Strategy. Must be familiar with National Strategic Plan (NSP 2017-2022) on HIV, TB and STI.

ENQUIRIES: Ms M. Mogorosi Tel No: (011) 694-3823
APPLICATIONS: to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Streford, Mofolo, Chiawelo, Zola and Alexander Clinics.
NOTE: Application form z83, certified CV, ID, etc. not older than 3 months. Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates.
CLOSING DATE: 21 June 2019

POST 20/71: OPERATIONAL MANAGER REF NO: 004109
Directorate: Nursing Services

SALARY: Grade 1: R444 276 – R500 031 per annum (all-inclusive package)
Grade 2: R515 040 – R579 696 per annum (all-inclusive package)

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425, i.e. diploma/degree in nursing as a professional nurse. Seven years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Verified proof of experience in nursing, service certificate/records to be attached. Strong leadership, good communication and sound interpersonal skills are necessary. Proof of South African nursing council annual practice receipts for 2019. Knowledge and understanding of all Nursing Legislation and Health Act.

DUTIES: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary team work. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8490
APPLICATIONS: Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.
NOTE: Suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance. All candidate who applied previously are encouraged to re-apply.
CLOSING DATE: 21 June 2019

POST 20/72: CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: RADIOGRAPH001/2019
Re-advertisement
Department: Allied

SALARY: R440 982 per annum (plus benefits)

CENTRE: Heidelberg Hospital

REQUIREMENTS: National diploma/degree in Diagnostic Radiography, registered with the Health Professional Council of South Africa. A minimum of 3 years appropriate experience in Diagnostic Radiography. 2 years managerial experience in a hospital environment. Experience in digital radiography will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written) compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.

DUTIES: Manage the entire Radiography department and associated functions. Participate and supervise in providing 24-hour radiographic services in the hospital. Report to Clinical Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop and train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying to Batho Pele Principles, National Core Standards and other
Public Service policies and acts. Manage conflict and implement corrective measures according to all governing departmental policies. Strategically coordinate and delegate departmental activities and ensuring that resources of the department are used effectively and efficiently to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre reports, manage budget and expenditure and submit the performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.

ENQUIRIES
Dr. M.B. Moalusi Tel No: (016) 341 1209

APPLICATIONS
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
21 June 2019

POST 20/73
OPERATIONAL MANAGERS NURSING GENERAL IN OBSTETRICS AND GYNECOLOGY (PN-A5) REF NO: CHBAH 126 (X2 POSTS)
Directorate: Nursing Services

SALARY
R420 318 per annum (Plus Benefits)

CENTRE
Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS
Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Diploma in Midwifery (R254). A minimum of seven (7) years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES
Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES
Ms. N Ramela Tel No: (011) 933 8148

APPLICATIONS
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 of 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: 21 June 2019

POST 20/74: ASSISTANT DIRECTOR (EMPLOYEE WELLNESS PROGRAM)
Directorate: Johannesburg Health District

SALARY: R376 596 per annum
CENTRE: Human Resources Management
REQUIREMENTS: Grade 12, a three-year Degree/Diploma in Social/Behavioral/Psychology or relevant qualification. Three years (3) proven supervisory level experience in Employee Health and Wellness Program. Candidate must have decision making, reporting, and problem-solving skills. Sound knowledge of public service policies, Code of Conduct and team building attributes. Must be computer literate. A valid driver’s license will be an advantage.

DUTIES: Responsible for the development of and improvement of Wellness Program i.e. HIV & TB Management, Health and productivity Management (medical screenings, chronic diseases Management, facilitation of the process of ill-health retirements, coordination of the Wellness Centre functions. Promotion of individual wellness and coordination of sports and recreation Programs, facilitation of wellness of the employee, promote the striking of a balance of work life. Promote the functionality of a Wellness Committee at District level and educate facility EHWP Committee. Develop partnership and network with relevant stakeholders Manage and analyze data and other wellness information for reporting purposes and produce reports thereof. Manage high level of confidentiality. Monitor and evaluate EH&W programs. Maintain the EH&W database. Compile service implementation reports. Participate in the development of strategic and business plans for the components.

ENQUIRIES: Ms. C. Rabotapi Tel No: (011) 694-3702
APPLICATIONS: to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.

NOTE: Application form z83, certified CV, ID, etc. not older than 3 months. Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

CLOSING DATE: 21 June 2019

POST 20/75: ASSISTANT DIRECTOR
Directorate: Johannesburg Health District

SALARY: R376 596 per annum
CENTRE: HAST (NPO Management)
REQUIREMENTS: A degree or diploma in Social Science or equivalent, 5 years’ experience in working in community responses to HIV and AIDS, of which 3 years must be in relationship Management with community organization. Knowledge of the strategic plan for HIV and AIDS. An understanding of the NPO Act, Experience in partnership development and contracting. Basic knowledge of PMFA, leadership, decision making and problem-solving skills. Good communication, verbal and writing skills. Computer literacy and a valid driver’s license.

DUTIES: Plan and coordinate the NPO funding process. Undertake compliance and performance monitoring, and report funded NGOs. Facilitate capacity building of funded and non-funded NGOs. Develop and manage database and stakeholders. Coordinate the implementation of the Community Health worker exit strategy. Compile Monthly, quarterly and annual reports.

ENQUIRIES: Ms M. Mogorosi Tel No: (011) 694 3823
APPLICATIONS: to be left in boxes provided at Hillbrow, Lillian Ngoyi, Lenasia, Discoverers, Stretford, Mofolo, Chiawelo, Zola and Alexander Clinics.

NOTE: Application form z83, certified CV, ID, etc. not older than 3 months. Qualification, employment verifications as well criminal checks will be done in respect of shortlisted or recommended candidates. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE: 21 June 2019

POST 20/76: PHYSIOTHERAPIST GRADE 1 (X1 POST)
Directorate: Rehabilitation Department

SALARY: R317 976 per annum (plus benefits)

CENTRE: Sedibeng District Health Services

REQUIREMENTS: Degree in Physiotherapist, registration with HPCSA as an independent physiotherapist. Current HPCSA registration. Computer literacy. Knowledge and experience of community-based rehabilitation. Application must have good communication skills, problem solving skills, monitoring and evaluation and excellent work ethics. The successful candidate will be based in the district and will be rotating in the clinics within the district. Code 8/10 driver’s license is essential.

DUTIES: Comprehensive knowledge of physiotherapist i.e. diagnostic, therapeutic procedures and equipment. Rendering of physiotherapist services in the clinics and patients home, early childhood interventions with schools and community. Work in multi-disciplinary team in the provision of physiotherapist services to individuals or groups with physical, mental impairments and supervision of junior staff. Perform allocated management and administrative duties. Knowledge of ethical code of conduct, scope of practice, patient’s right, Batho Pele principles and current health and public service legislations, regulations and policies. Sign a performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. E.M. Ngale Tel No: (016) 950 6202

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: 21 June 2019

POST 20/77: ORAL HYGIENIST (X1 POST)
Directorate: Oral Health Department

SALARY: R317 976 per annum (plus benefits)

CENTRE: Sedibeng District Health Services

REQUIREMENTS: Grade 12 Certificate. Degree/Diploma in Oral Hygiene. Registration with HPCSA, Proof of current registration and valid driver’s license. Expanded function will be an added advantage.

DUTIES: Render clinical services related to Oral Hygiene scope of practice, perform community outreach programmes, administrative procedures, implement the Oral Health Strategy and provide training to other health workers. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Dr. O. Motloung Tel No: (016) 950 6150/6147

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: 21 June 2019

POST 20/78: COMPUTER OPERATOR REF NO: HRM 55/2019 (X2 POSTS)
Directorate: Information Technology

SALARY: R316 791 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12. Degree/National Diploma in IT/Financial Information/Communication Networks/Office Management and Technology. A+/IN+MCSE/MCITP will be an added advantage. A valid driver’s license. Provincial Technical Support Officer (PTSO) will be added advantage. Experience in Medicom, BAS, TRANVERSAL Systems, Microsoft packages, Helpdesk software will be preference. Good Communication and interpersonal skills is required. Knowledge of VCE and Vblocks, good attendance profile will be an advantage. Good planning, self-discipline skills and customer service is highly recommended.

DUTIES: The successful candidate will be responsible for managing and constantly monitoring continuous functioning of LAN and WAN connectivity. Provide technical support and maintain desktop and other hardware for all users in the department. Perform network troubleshooting and support. Install computer hardware, software and configure network devices, internet and email accounts for all user in the department and support facilities. Provide support to END-USER devices and transversal system i.e. BAS, SAP, PERSAL, SRM, Medicom and helpdesk. The appointee will be expected to perform standby and after hour duties. Set up and connect Audio/Visual equipment in the boardrooms and auditoriums. The candidate must always remain friendly and helpful towards users, even when working under pressure and adhere to Batho Pele Principles.

ENQUIRIES: Mr F.C. Boshoff Tel No: (012) 354 2478
APPLICATIONS: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE: 21 June 2019

POST 20/79: HUMAN RESOURCE OFFICER (X1 POST)
Directorate: Human Resource Department

SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: National Diploma/Degree in Human Resource or equivalent or Grade 12 qualification and atleast 3 years’ experience in Human Resource. Preference will be given to candidates with Recruitment and selection experience. Knowledge and experience of PERSAL system. Knowledge of the district health system and Primary Health Care. Knowledge of Public Service Act, Public Finance Management Act, Public Service Regulations, Recruitment and Selection Policy and other employment related legislative prescripts that govern recruitment and Selection and Human Resource Management. Interpretation of Regulations and Legislative framework related to Personnel administration. Good understanding of the National government, GPG Environment and functional responsibilities of the Department Ability to interact at strategic level and implement turn-around strategies. Supervisory, planning and organizational skills. Must be able to work under pressure.

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 Frickie 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: 21 June 2019

POST 20/80: ADMINISTRATION OFFICER (X1 POST)
Directorate: Supply Chain Management

SALARY: R257 508 per annum (Level 07) (plus benefits)

CENTRE: Sedibeng District Health Services

REQUIREMENTS: Grade 12 Certificate with (5) five years’ experience in Supply Chain Management, logistics and transport management or Diploma /Degree in Supply Chain with (3) three years’ experience. Knowledge of procedures and processes in transport section will be an advantage. Knowledge of reporting accidents and completing the necessary forms (Z 181) is vital. Candidates must be computer literate and have knowledge of system such as ELS, SAP, and SRM, be able to produce report on monthly utilization of vehicle (form 6). (Applicants will be expected to demonstrate practical knowledge). Applications must have valid driver’s license (as a minimum code 8) (prepared for practical assessment) must be able to accept responsibility and complete work with acceptable pressure.

DUTIES: Book and provide vehicle as per request from various users. Keep record of kilometer travelled per trip and petrol consumed per trip for each vehicle. Keep on monitoring the discs for expiry purposes. Keep on monitoring service dates for vehicle and make necessary arrangements for it to get serviced. Perform daily inspection of vehicles and reporting of all minor dents, damages and accidents. Arrange the replacement of vehicle when there are due. Ensure that incoming and outgoing mail is controlled. Ensure that offices and vehicles are always clean. Provide supervision and sign up performance management and development system with junior colleagues at your section. Sign a performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. J. Modise Tel No: (016) 950 6011

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 Frickie 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** : 21 June 2019

**POST 20/81** : PHARMACIST ASSISTANT (POST-BASIC) (X1 POST)
Directorate: Pharmaceutical Service

**SALARY** : R208 383 per annum (plus benefits)

**CENTRE** : Sedibeng District Health Services

**REQUIREMENTS** : As required by the training facility and the SAPC plus Post Basic Pharmacist Assist qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Registration with the South African Council (SAPC) as Post Basic Assistant.


**ENQUIRIES** : Ms. S. Tayob Tel No: (016) 950 6092

**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** : 21 June 2019

**POST 20/82** : CLIENT INFORMATION CLERK (CABLE TECHNICIAN) REF NO: HRM 56/2019 (X2 POSTS)
Directorate: Switchboard

**SALARY** : R173 703 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 12 and 2 years working experience at a telecommunication section. N+ and A+ qualifications will add an advantage. Office Management, Customer Service, technical knowledge and experience in testing and repairing telephones, cabling and connections. Knowledge of a Siemens ISDX will be advantageous.

**DUTIES** : The successful candidate will be expected to: Perform Standby duties and Overtime as rostered or when requested; Test and repair faulty telephone instruments and lines; Install and test new extensions, telephone points and equipment; Manage the telephone asset register; Test, repair and connect cables on the Krone connector blocks; Do limited programming on the PABX system; Perform related administrative tasks at the Switchboard Section; Adhere to Batho Pele Principles; Label and Clean telephone cabinets.

**ENQUIRIES** : Ms L.O.S Mogane Tel No: (012) 354 3927

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

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

**CLOSING DATE** : 21 June 2019
POST 20/83: DENTAL ASSISTANT (X1 POST)
Directorate: Oral Health Department

SALARY: R168 429 per annum (plus benefits)
CENTRE: Ratanda Clinic
REQUIREMENTS: Grade 12 Certificate. Appropriate qualification that allows registration with HPCSA as Dental Assistant. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

ENQUIRIES: Dr. O. Motloung. Tel No: (016) 950 6150/6147
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: 21 June 2019

POST 20/84: NURSING ASSISTANT REF NO: NURASST 002/2019 (X5 POSTS)
Directorate: Nursing

SALARY: Grade 1: R132 525 per annum (plus benefits)
Grade 2: R156 846 per annum
CENTRE: Heidelberg Hospital
REQUIREMENTS: Grade 1: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing assistant) Grade 2: A minimum of 10 years appropriate/recognisable experience in Nursing after registration with SANC as Nursing Assistant. Requirements: Good communication skills (verbal and written), planning skills, problem solving and people skills. Knowledge of the relevant Nursing Legislation and National Core Standards and 6 health priorities. Ability to collect and capture daily patient data. Report writing skills. Knowledge of Finance, SCM and HR. Compulsory shift work and flexibility. Attendance and adherence to official time.

ENQUIRIES: s. L.B. Dhlamini Tel No: (016) 341 1266
APPLICATIONS: 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 : 21 June 2019

POST 20/85 : **NURSING ASSISTANT REF NO: TRH 01/2019 (X2 POSTS)**
Directorate: Nursing

**SALARY** : Grade 1: R132 525 - R149 163 per annum (plus benefits)

**CENTRE** : Tshwane Rehabilitation Hospital

**REQUIREMENTS** : Certification as a Nursing Assistant. Current enrolment with the South African Nursing Council. 1 year and more experience as a Nursing Assistant. Experience in rehabilitation for physically disabled patients will be an added advantage. Willing to work day, night and holidays and rotate in the institution as the need arise.


**ENQUIRIES** : Ms MM Rakwena Tel No: (012) 354 – 6135

**APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE** : 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. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.

CLOSING DATE : 21 June 2019

POST 20/86 : **FOOD SERVICE SUPERVISOR REF NO: TRH 02/2019**
Directorate: Food Services

**SALARY** : R122 595 - R144 411 per annum

**CENTRE** : Tshwane Rehabilitation Hospital

**REQUIREMENTS** : grade 12 certificate with 3 years’ experience or Grade 10 with more than 5 years’ experience in Public Service Food Service environment. Basic computer literacy, Good verbal communication, writing skills and interpersonal skills. Have basic numeric skills. Basic relevant meal preparation skills and knowledge of different cooking methods. Have knowledge of therapeutic diets. Ability to work effectively in a team. Ability to work under pressure and leadership character. Ability to work shifts, weekend and public holidays.

**DUTIES** : Supervising of Food Service personnel, be able to read menus, recipes and supervise the production, portioning, distribution of meals. Responsible for internal ordering, storage, and control of stock and assist with cost control measures. Assist with preparing meals for functions and meetings. Receiving goods according to specification and follow receiving procedures. Responsible for the key control and safekeeping of equipment and stock. Reporting of faulty equipment’s. Assist with client satisfaction surveys and plate wastage. Ensure cleanliness, safety and hygiene in food service unit. Attend relevant meetings.

**ENQUIRIES** : Mrs TPC Manganeng Tel No: (012) 354 – 6146

**APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE** : 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. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.

CLOSING DATE : 21 June 2019

POST 20/87 : **PORTER REF NO: TRH 03/2019**
Directorate: Admin/Support

**SALARY** : R102 534 - R132 780 per annum

**CENTRE** : Tshwane Rehabilitation Hospital
REQUIREMENTS: Grade 10 Certificate or Abet level 4 or equivalent qualifications with between 0-2 years relevant experience. Basic communication skill. Ability to work in a team and under pressure. Must be able to apply Batho-Pele principles in a work situation.

DUTIES: Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's bay. And perform any other duty delegated by supervisor.

ENQUIRIES: Mr G Nkosi Tel No: (012) 354 – 6735

APPLICATIONS: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE: 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. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.

CLOSING DATE: 21 June 2019

POST 20/88: HOUSEHOLD WORKER REF NO: TRH 04/2019

Directorate: Admin/Support

SALARY: R102 534 - R120 780 per annum

CENTRE: Tshwane Rehabilitation Hospital

REQUIREMENTS: ABET or Grade 10 Certificate with 0-2 experience as a Household Worker/Cleaner. Good Verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.


ENQUIRIES: Ms E. Maritz Tel No: (012) 354 – 6113

APPLICATIONS: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE: 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. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service.

CLOSING DATE: 21 June 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za No late applications will be considered.

CLOSING DATE: 21 June 2019 12H00

NOTE: Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing
generic management and development for SMS posts. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 20/89 : ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: REF/S004116

SALARY : R376 596 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus 3 years Degree/ National Diploma in Communications, Public Relations, Corporate Communications, Marketing and or associated discipline.
Post graduate studies in communications will be an added advantage. 4 - 6 years relevant experience in a communication environment.

DUTIES : Market & promote the services of the department to internal stakeholders, Manage all Internal Communication Platforms & Graphic Design Services in line with the Corporate Identity, Manage Events and Internal Communication Campaigns, Offer Communication Support to Business Units.

ENQUIRIES : Ms. Morongwe Mashoko – 071 609 1144

PROVINCIAL TREASURY

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

APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 21 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 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 20/90: SENIOR COMMUNICATION OFFICER: RESOURCE CENTRE
GPT/2019/05
Directorate: Corporate Services

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary or equivalent qualification in Library and Information Sciences, or Records and Digital Content Management, or related field. 1-2 years’ experience in Library Management or Records Management field. Good customer service skills. A sound knowledge of information literacy theories and practices. Planning and innovative skills and excellent communication skills (written and verbal). Knowledge and experience in communications, particularly communication research. Excellent computer skills.

DUTIES : Provide comprehensive information services to staff members. Maintain records of Coordinate the planning, implementation, and evaluation of Resource Centre material loaned from the Resource Centre using the centre management system. Resources and services addressing the information needs of staff members. Promote and market the use of the Resource Centre to staff members.

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

POST 20/91: AUDITOR: RISK AND COMPLIANCE AUDIT SERVICES
Directorate: Gauteng Audit Services

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) National Diploma in Internal Auditing/ Accounting. 2 years’ experience in Internal Auditing environment.

DUTIES : Research auditable area and gather basic understanding of the client. Comply with GAS admin requirements (co-ordinate audit logistics requirements) Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process highlighting Risk identification and control assessment. Document system descriptions and prepare flowcharts. Perform walk through tests. Draft audit programmes. Execution of audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees)

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.

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Soshanguve Secure Care Centre- Southpan Road, Soshanguve or Private Bag X73 Soshanguve 0152- Ms A Maluleke (012) 730 2015

Ekurhuleni Region: Ms N Pete (011) 820 0324 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400,

West Rand Region: Mr SM Makgorogo Tel: (011) 950 770016/011 950 770016

Human Street, Krugersdorp or Private Bag x 2068, Krugersdorp 1740,

Johannesburg Metro Region: Ms C Dukwana (011) 359 3314

Johannesburg Met Region: 91 Commissioner Street or Private Bag x1 2000.

Tshwane Region: Mr A Kotsedi Tel-(012) 359 3314- South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private bag X266 Pretoria 0001.

Sedibeng Region: Ms J Phetshana Tel (016) 930 2068, 3 Moshoeshoe Street, Sebokeng or Private Bag X209 Vanderbijlpark 1911.
CLOSING DATE: 21 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.

ERRATUM: Kindly note that the post of Senior Administration Officer: Finance and Supply Chain Ref No: SD/2019/05/94 Soshanguve Secure Care Centre that was published in circular no 18 of 2019 on the 24th of May 2019 has been withdrawn.

OTHER POST

POST 20/92: SOCIAL WORK SUPERVISOR (X75 POSTS)
Directorates: Probation and Canalization, Intake Field and Foster Care, NPO Partnership
Directorates: Social Care and Safety Cases

SALARY: R384 228 – R714 795 per annum (within the OSD framework)

CENTRE: Regions: Ekurhuleni Region Ref No: SD/2019/06/01 (X18 Posts)
Johannesburg Metro Region Ref No: SD/2019/06/02 (X19 Posts)
Tshwane Region Ref No: SD/2019/06/03 (X19 Posts)
West Rand Region Ref No: SD/2019/06/04 (X10 Posts)
Sedibeng Region Ref No: SD/2019/06/05 (X8 Posts)
Institutions: Soshanguve Secure Care Centre Ref No: SD/2019/06/06 (X1 Post)

REQUIREMENTS: A Bachelor’s degree in Social Worker with 7 years appropriate/recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver’s licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal and written communication skills.

DUTIES: Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Soshanguve Secure Care Centre-Ms A Maluleke (012) 730 2015/12
Ekurhuleni Region-Ms N Pete (011) 820 0332
West Rand Region-Mr SM Makgorogo Tel: (011) 950 7803/ (011) 950 7700
Johannesburg Metro Region- Ms C Dukwana (011) 355 9502
Tshwane Region Mr A Kotsedi Tel (012) 359 3314
Sedibeng Region- Ms J Phetshana Tel (016) 930 2068

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