POST 21/131 : HEAD OF CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: ONG0001/TMRH
Directorate: Medical

SALARY : Grade 1: R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynaecology: Master of Medicine in Obstetrics and Gynaecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynaecologists of South Africa - FCOG (SA). A recognized diploma or sub-specialty in a branch of obstetrics and gynaecology of South Africa will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynaecology is mandatory.

DUTIES : Overall clinical and administrative leadership of Thelle Mogoerane Regional Hospital Obstetrics and Gynaecology Unit/Department. Implementation of a sound value system, work ethics, improved patient experience, reduced patient waiting time and active bed management in obstetrics and gynaecology unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other categories of health workers in obstetrics and gynaecology. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Coordinate and compile medico-legal reports and attend to relevant legal matters pertaining to the obstetrics and gynaecology as needed. Develop unit operational plans and prepare monthly statistics, quarterly and annual reports. Manage the recruitment of doctors, (Compliance to PMDS policy); sign performance management and development system with doctors and monitor their professional conduct. Perform clinical audits and institute appropriate quality improvement plans. Conduct and actively participate in mortality and morbidity, academic and patient care meetings. The head of unit is expected to avail oneself as needed, collaborate with other sections with focus on paediatrics and child health, promote teamwork (such as hospital head of departments and internal cluster meetings), liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to district health clinics and hospitals.

ENQUIRIES : Dr. E.C Chukwuma Tel No: (010) 345 0298

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

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle
Mogoerane Regional 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 28 June 2019

POST 21/132 : DEPUTY DIRECTOR MONITORING & EVALUATION REF NO: SEB-MON-01 (X1 POST)
Directorate: Planning, Monitoring and Evaluation

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

CENTRE : Sebokeng Hospital

REQUIREMENTS : An appropriate recognized 3 year National Diploma or Degree in Public Management or equivalent qualifications. Minimum of 3-5 years proven experience in the field of Monitoring and project monitoring. Proven knowledge and experience of the National outcomes based approach and its implementation in Health. Knowledge of provincial programme of action (POA) and institutional Departmental Annual Performance Plan Strategic and Operational Plans – their development and implementation at facility level. Knowledge and deep understanding of the Public Finance Management Act (PFMA) as well as Treasury Regulations. Proven record of the ability to multi task and managing across departments in a highly pressurized environment with a high volume work load. A valid driver’s license. Skills: Strong interpersonal relations skills, emotional intelligence, report writing skills, communication skills (verbal and written) and presentation skills). Knowledge of GPG and GDOH policies and procedures, relevant legislation and Public Service Regulations. SLAs of security contracts and information security knowledge. Knowledge of Health Information Management system. Competencies needed: MS Office Package. Presentation and liaison skills. Statistical analysis skills. Ability to customize and target information to user requirement.

DUTIES : Collect and analyze data, drawing trends and forecast based on performance of the hospital. Formulate and co-ordinate the implementation of appropriate intervention to address weakness identified as a result of the performance analysis. Assist in the implementation of the outcome based approach in the hospital as well as program of action. Conduct research in a number of highly specialized areas related to performance monitoring and evaluation specifically around the outcome based approach and the programme of action. Develop preparation of reports and presentation to oversight structures and Department. Design and execute evaluations of the performance of the directorate’s programmes, including the design and implementation of programmes and programme outputs, outcomes and impact. Devise creative solutions of programme implementation and challenges. Assist in the design of Monitoring and Evaluation systems and methodologies. Manage the execution of projects. Supervise and assess the performance of personnel. Perform any other delegated functions and projects. Facilitate, participate and develop strategic, operational and annual performance plan of the hospital. Co-orderate quarterly, half yearly and annual reviews and reports in the annual performance and operational plans. Perform hospital audits of the OPS and APP.

ENQUIRIES : Mrs. MA Madolo Tel No: (016) 930 3300/06

APPLICATIONS : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges. recommended candidates will undergo medical surveillance.

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 date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply.
CLOSING DATE : 28 June 2019

POST 21/133 : ASSISTANT MANAGER (PNA 7)
Directorate: Nursing

SALARY : R614 991 – R692 166 per annum (plus benefit) salary will be determined in line with OSD Resolution

CENTRE : West Rand District (Merafong sub district)

REQUIREMENTS : Basic R425 qualifications (Diploma/Degree in Nursing). Registration with SANC and a minimum of 8 years’ experience as a Professional Nurse, at least 3 years’ experience in management. Knowledge of District Health Services, National Health Act, National Development Plan, Financial Management Report Writing, Presentation, Computer Literacy and a valid Driver’s license. Duties: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of the legislative framework governing the public service.

ENQUIRIES : Ms Matsaba M.J Tel No: (011) 953 4515/6

APPLICATIONS : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a prescreening process.

CLOSING DATE : 28 June 2019

POST 21/134 : PNB3 OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE)
REF NO: OMS0002/TMRH (X1 POST)
Directorate: Nursing

SALARY : R562 800 – R633 432 per annum plus benefits

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing diploma with duration of one (1) year, accredited by SANC in Operating Theatre Nursing Science. Minimum of 9-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least five (5) years of the period referred to above must be appropriate / recognizable experience in the specialty (Operating Theatre) after obtaining the one (1) year post-basic qualification in the specific specialty (Operating Theatre Nursing Science). Diploma in Nursing Administration / Management will be an added advantage. Current 2019 SANC receipt. Proof of service record certificate. Computer literacy will be an added advantage. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the utilization and supervision of resources i.e. Human, Financial, and Services Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and Quality care. Ensure that the
unit adheres to Batho Pele principles and patient centered nursing care. Manage performance of staff. Compliance with performance management and development system. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Mrs. N. Baduza Tel No: (010) 345 0971
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Airode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 28 June 2019

POST 21/135 : OPERATIONAL MANAGER NURSING SPECIALTY UNIT (X1 POST)
OBSTETRICS & GYNAE

SALARY : R562 800 – R633 432 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic critical care (ICU)

DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel. Supervisory and leadership skills.

ENQUIRIES : Ms Kf Mabuza Tel No: (011) 812 5000
APPLICATIONS : To Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications the institution reserves the right not to fill the post.

CLOSING DATE : 05 July 2019

POST 21/136 : CHIEF OCCUPATIONAL THERAPIST GRADE 1

SALARY : R466 119 – R517 326 per annum
CENTRE : Pholosong Hospital
**REQUIREMENTS**: Minimum educational qualification: BSc in Occupational Therapy/Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: a minimum of 3 years appropriate experience in occupational therapy after registration with the HPCSA. Inherent requirement of the job: competencies (knowledge/skills): Excellent communication skills, report writing and leadership skills. Good interpersonal, organizational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies. Knowledge and understanding of evidence-based practice. Clinical experience as an Occupational Therapist in the field of Vocational Rehabilitation (particular focus on work assessment and performing functional capacity evaluations with sound knowledge of various physical and mental health conditions). Computer literacy.

**DUTIES**: Sound management of overall Occupational Therapy service in the Occupational Therapy Department. Manage all resources in Occupational Therapy Unit (human, financial, physical and infrastructural). Participate in undergraduate Occupational Therapy student training. Provide leadership in strategic, operational management and administration.

**ENQUIRIES**

Mrs C.K. Selepe Tel No: 011 812 5000

**APPLICATIONS**

to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za

**NOTE**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications

**CLOSING DATE**: 05 July 2019

**POST 21/137**: OPERATIONAL MANAGER NURSING MEDICAL WARD (X1 POST)

**SALARY**: R444 276 – R500 031 per annum

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**: A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing.

**DUTIES**: Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.

**ENQUIRIES**

Ms KF Mabuza, Tel No: (011) 812 500

**APPLICATIONS**

to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za

**NOTE**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

**CLOSING DATE**: 05 July 2019

**POST 21/138**: OPERATIONAL MANAGER GRADE 1 – GENERAL REF NO: 09/2019

Directorate: Nursing

**SALARY**: R444 276 per annum

**CENTRE**: Kopanong Hospital

**REQUIREMENTS**: Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Seven years appropriate experience as a nurse after registration with SANC in general nursing. Candidate must be willing to work shifts, weekends, night duty and public holidays as required. Competencies: Ability to promote quality patient care through setting, implementation and monitoring of standards. Candidate must have knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organizational interpersonal, leadership, decision-making, problem solving and conflict resolution skills. Candidate must have basic computer skills and basic understanding of HR and Financial policies and procedure. Know Code of Conduct and Labour Relations and related policies.
DUTIES: Effective and efficient co-ordination of required nursing care which is compliant with the standard set by the service and professional framework. Provide effective management and professional leadership. Manage effectively the utilization of physical, financial and Human Resources to fulfill the operational and developmental functions in accordance with legislations and policies. Promote and facilitate training, motivation and development of personnel. Ensure that participation in research related activities are evident in the practice. Ensure provision of accurate statistical information for data management and quality improvement initiatives. Assist with after hour supervision and management functions in the institution.

ENQUIRIES: M.S. M. E., Polo Tel No: (016) 428 7130

APPLICATIONS: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to Private 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. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE: 28 June 2019

POST 21/139: ASSISTANT DIRECTOR FINANCE REF NO: 0001ASDFINTMRH

Directorate: Finance

SALARY: R376 596 – R443 601 per annum plus benefits

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: An appropriate three (3) year Tertiary Qualification in Finance. Minimum of 3-5 years relevant experience within financial environment, out of which four (4) years must be at managerial or supervisory level. Competence in the use of Microsoft Word, Excel and PowerPoint as it is necessary for the execution of tasks. Knowledge of BAS, SAP, SRM, SAP-RECEIPTING, PAAB/MEDICOM and SCOA. Knowledge of Government Budget Process. Leadership and sound management skills. Excellent communication (written and verbal) and interpersonal skills. A valid driver’s license.


ENQUIRIES: Mrs. M.R. Hlongwane Tel No: (011) 345 0229

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

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

CLOSING DATE: 28 June 2019
POST 21/140: CHIEF ADMINISTRATION CLERK REF NO: 08/2019 (X1 POST)
Directorate: Patient Activity

SALARY: R257 508 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Grade 12 or equivalent with a minimum of five years’ relevant experience or a National Diploma / Degree in Office Administration or, Public Administration, Business Administration with three Years’ experience. Be able to work under pressure and to communicate effectively both verbal and written. Candidate must be computer literate, good customer service, co-ordination, planning and organizational Skill. Candidate must be able to manage a team, maintain discipline and able to interpret policy directives.

DUTIES: Ensure accurate patient data is collected and captured; supporting documents filed, and control Measures are in place. Supervise Revenue management and ensures compliance to PFMA and Treasury Regulations. Manage Patient Activity & Records, Porters, and Mortuary and Linen room departments. Adhere to patient waiting times and compile all required statistics reports. Comply with the National Core Standards, Record Management Policy, and Mortuary guidelines, PFMA and Treasury Regulations. Manage performance of staff and all HR related matters (overtime, leave and discipline of staff), and submit Forms to HR department on time. Ensure correct management of Laundry, Mortuary and pottering Departments.

ENQUIRIES: MS LP Phaswana Tel No: (016) 428-7111
APPLICATIONS: Must be submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, 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 regard your application unsuccessful. Medical surveillance will be conducted to Successful candidates.

CLOSING DATE: 28 June 2019

POST 21/141: PROFESSIONAL NURSE (X3 POSTS)
Directorate: Nursing

SALARY: Grade 1: R256 905 – R297 825 per annum plus benefit. NB: salary will be determined in line with OSD Resolution
CENTRE: West Rand District (Merafong sub district)
REQUIREMENTS: Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of One (1) year appropriate/ recognizable nursing experience as a Professional Nurse with South African Nursing Council (SANC) & registered with SANC as a Professional Nurse. Good communication skills. Good ethical practice & caring attitude.

DUTIES: Provision of high quality care that is holistic and is patient centered without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and legal frame work. Promotion of professionalism and leading by examples always. Assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standard and other health mandates are implemented during her/his shifts. Effective utilization of resource, Advocate and facilitate proper treatment. Be a team leader that is responsible for planning, organizing, coordinating & supervising.

ENQUIRIES: Ms. N.B Cele Tel No: (018) 787 9907
APPLICATIONS: Must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
NOTE: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. The incumbent will be subject to a pre-screening process.

CLOSING DATE: 28 June 2019

POST 21/142: PROFESSIONAL NURSE - SCHOOL HEALTH (X2 POSTS)
Directorate: Nursing (Mogale Sub)
Re-Advertisement (Applicants from previous need to re-apply)
**SALARY**
- Grade 1: R256 905 - R297 825 per annum
- Grade 2: R315 963 – R362 865 per annum
- Grade 3: R383 226 – R485 475 per annum plus benefit

**CENTRE**
- West Rand District Health

**REQUIREMENTS**
- Diploma/ Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. Must be registered with SANC as a Professional Nurse. Good communication skills. Good ethical practice & caring attitude. Must have a valid driver's license.
- Provision of optimal holistic specialized nursing care within the set standards, professional & legal framework, promotion of scientific; high quality nursing care that is cost efficient in the PHC setting including school health services. Will be a team leader that is responsible for planning, organizing, coordinating & supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism & leading by example at all times. Liaise with relevant stakeholders to improve service rendering. Perform any delegate duties.

**ENQUIRIES**
- Ms. M.N. Mchunu / Ms. M.R. Khojane Tel No: (011) 953 1515/18

**APPLICATIONS**
- must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

**NOTE**
- Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

**CLOSING DATE**
- 28 June 2019

**POST 21/143**

**SECRETARY (X2 POSTS)**
- Directorate: West Rand Health District

**SALARY**
- R173 703 per annum (plus benefit)

**CENTRE**
- Family Medicine/ District Office

**REQUIREMENTS**
- Grade 12, equivalent qualification, Render Clerical functions to Manager, good computer literacy skills, good communication skills, ability to resolve problems analytical thinker, ability to work under pressure and meet tight deadlines.

**DUTIES**
- Records management systems. Ordering safekeeping of stationery. Provides a secretarial/receptionist support. Service to the manager. Provides a clerical support service to the manager. Remains up to date with regards to prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

**ENQUIRIES**
- Mr. A. Tiro Tel No: (011) 953 4515

**APPLICATIONS**
- must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

**NOTE**
- Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

**CLOSING DATE**
- 28 June 2019

**POST 21/144**

**ENROLLED NURSES (SCHOOL HEALTH SERVICES) (X1 POST)**
- Directorate: Nursing (Merafong Sub)

**SALARY**
- Grade 1: R171 381 - R192 879 per annum (plus benefit), NB: salary will be determined in line with OSD Resolution

**CENTRE**
- West Rand District Health

**REQUIREMENTS**
- Qualification that allows registration with SANC as Enrolled Nurse. Registration with the South African Nursing Council. Good communication skills (verbal and written). Knowledge of relevant nursing legislation.

**DUTIES**
- To cover personal and environmental hygiene at school, education on reproductive health and prevention of teenage pregnancy. Provision of onsite services at schools which includes deworming, immunization and abuse of children. Mental health issues including drug and substance abuse, depression, anxiety and suicide. Follow-up and referral where learners are identified as requiring health and other services that cannot be provided on-site through routine school health services, mechanisms must be in place for ensuring that learners access these services.

**ENQUIRIES**
- Ms. N.B. Cele Tel No: (018) 787 9907
APPLICATIONS: must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 28 June 2019

POST 21/145: NURSING ASSISTANT (X8 POSTS)
Directorate: Nursing

SALARY:
- Grade 1: R132 525 - R149 163 per annum
- Grade 2: R156 846 – R176 526 per annum
- Grade 3: R187 263 – R230 307 per annum plus benefit

NB: salary will be determined in line with OSD Resolution

CENTRE:
- West Rand District Health:
  - Mogale Sub (X4 Posts)
  - Merafong Sub (X4 Posts)

REQUIREMENTS:
- Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council.
- Good communication skills (verbal and written). Knowledge of relevant nursing legislation.

DUTIES:
- Give health education to patients and families. Perform any other delegated duties with the scope of Nursing Assistant.

ENQUIRIES:
- Mogale sub Ms. M.N. Mchunu / Ms. M.R. Khojane Tel No: (011) 953 1515
- Merafong sub Ms. N.B. Cele Tel No: (018) 787 9907

APPLICATIONS:
- must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 28 June 2019

OFFICE OF THE PREMIER

It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

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

CLOSING DATE: 28 June 2019

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

MANAGEMENT ECHELON

POST 21/146 : STATE LAW ADVISOR: LEGISLATIVE DRAFTING REF NO: 004114 (X2 POSTS)

SALARY : Grade 1: R763 212 – R822 192 per annum (All-inclusive remuneration package)
          : Grade 2: R899 016 – R1 266 156 per annum (All-inclusive remuneration package)

CENTRE REQUIREMENTS : Johannesburg

       : Grade 1: State Law Advisor (LP-7) 5 to 8 years’ experience per annum depending on proven competence and previous work experience. Grade 2: State Law Advisor (LP-8) 9 to 10 years’ experience per annum depending on proven competence and previous work experience. LLB (or equivalent) degree. Admitted or qualify to be admitted to practice as a legal practitioner in terms of the applicable laws of the Republic. At least five (5) to ten (10) years’ post qualification experience in legislative drafting. Knowledge and experience of Constitutional Law, Interpretation of Statutes, Administrative Law, Contract Law and Public Service Law will be an added advantage. Key Competencies: Proven legislative drafting skills and experience. Ability to carry out legal research and to express legal propositions clearly. Excellent negotiation and influencing skills. Strong communication skills (written, oral, presentation). Computer literacy with a good working knowledge of Microsoft Office packages and keyboard skills. Knowledge of the machinery of Government and legislative process. Ability to remain calm, plan workload and achieve deadlines under pressure. Ability to make considered and logical decisions. Future focused, encourages innovation and supports change. High level of professional integrity, has positive energy and drive. Self-motivated and comfortable taking the initiative. Completely reliable and able to work without supervision. Experience in and technical knowledge of civil litigation.

DUTIES : Primary duties: Provide legislative drafting and related services to the Gauteng Provincial Government. Provide legal advice and support services about legislation to client departments and Provincial Executive Council. Provide support when draft legislation is being promoted through the legislative process, including attending Legislature’s Committees as appropriate to provide assistance. Analyse, identify, monitor progress with and advice on draft national legislation that may have an impact on the Province. Provide legal advice and opinions to client departments with the Gauteng Provincial Government and to the Provincial Executive Council. Assist in the performance of the Unit’s functions and as and when required. Perform the duties of the Director in his or her absence. Secondary duties: Provide assistance to the Office of the Premier with contract drafting or drafting of agreements. Provide support with the handling of litigation involving the Office of the Premier and assist with the province-wide implementation and monitoring of the provincial litigation management approach to ensure the protection of the interests of the Province.

ENQUIRIES : Post Content Only - Adv. Monwabisi Nguqu Tel No: (011) 355-6312
            Ms Zandile Ntshalintshali Tel No: (011) 355-6427

DEPARTMENT OF ROADS AND TRANSPORT

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

CLOSING DATE : 28 June 2019

NOTES : All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Shortlisted candidates will be subjected to pre-employment screening (vetting). *All shortlisted candidates for SMS post
will subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools”. Successful candidates will be subjected to security clearance by SSA. Signing of performance contract: Mandatory. Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver’s license copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions Expected. The Department reserves the right not to fill the position.

**MANAGEMENT ECHELON**

**POST 21/147**: CHIEF OPERATIONS OFFICER REF NO: REFS/004083  
Branch: GFleet  
Directorate: Office of the Chief Operations Officer

**SALARY**: R1 189 338 per annum (An all-in inclusive package). The package includes basic salary (70% package), and a flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE**: Bedfordview (Gauteng)

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) in Logistics Management or Operations Management or Finance Management or Business Management as recognized by SAQA and a post graduate qualification (NQF Level 8) will be added as an advantage. 5 years of experience at a senior managerial level. Experience within the relevant industries and/or roles i.e. corporate services, operations, government, fleet management, strategic management, project management, policy development, marketing and corporate communications will be an added advantage. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupation Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policies and relevant statutes with a clear understanding of organizational processes and structures. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, knowledge management and strategic communication, analytical, negotiation, project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, Power Point etc.) A valid driver’s license.

**DUTIES**: Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee executive class and pool fleet management services to client departments. Monitor and oversee the provisioning of permanent fleet to client departments. Monitor and oversee fleet maintenance services. Monitor and oversee rendering of customer relations management services. Render corporate services. Develop and implement systems of internal control and risk management for the chief directorate. Manage the resources of the component and perform generic management functions.

**ENQUIRIES**: Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660/8600

**OTHER POST**

**POST 21/148**: RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: REFS/004082  
Branch: HOD’S Office  
(Three Years Fixed Term Contract)  
Directorate: Risk and Compliance

**SALARY**: Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.
CENTRE: Johannesburg (Head Office)

REQUIREMENTS:
CA/MBA/MBL/CIA and any relevant degree (Legal, Accounting, Risk Management, Auditing and Financial Management). In addition, the following skills experience and attributes would be an added advantage: Integrity, independence, dedication, understanding of public sector business and controls. Knowledge of and a good understanding of the Risk Management and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework. Candidates should have 5-10 years’ work experience in risk management environment. Exposure in serving in the oversight committee will be an advantage. A valid Driver’s License.

DUTIES:
Provide oversight and monitoring role to the Risk Management Committee. Review the risk management policy and strategy and recommend for approval by the Accounting Officer. Advise the Risk Management Committee on risk management issues. Develop goals, objectives and key performance indicators for the Committee for approvals by the Accounting Officer. Chair the quarterly risk management committee. Set the agenda for the meeting. Reporting on risk management. Report to the Accounting Officer any materials changes to the risk profile of the Institution.

ENQUIRIES:
Ms. D. Kgage Tel No: (011) 355-7378

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.

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. Khutsane. All applicants are 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. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

OTHER POSTS

POST 21/149
SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION
REF NO: SD/2019/06/01

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg Head Office
REQUIREMENTS: A three year qualification in Monitoring and Evaluation with 2-3 years’ experience in Performance Monitoring and Evaluation environment. A valid driver’s license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.


ENQUIRIES: Ms B Khutsane Tel No: (011) 355 7805
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street,
FOR ATTENTION: Ms Boitshoko Khutsoane Tel No: (011) 355 7805
CLOSING DATE: 28 June 2019
POST 21/150: SENIOR ADMINISTRATIVE OFFICER: GENDER, YOUTH AND DISABILITY MAINSTREAMING REF NO: SD/2019/06/02

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg Head Office
REQUIREMENTS:
A three year qualification in qualification in Gender, Youth and Disability Mainstreaming studies or equivalent related qualification with 2-3 years' experience in Gender, Youth and Disability Mainstreaming environment in the Public Service. A valid driver's licence. Good Knowledge and understanding of the Departments constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge and understanding of legislative and policy framework, programmes, procedures and systems regulating the Gender, Youth and Disability Mainstreaming in the Public Service. Skills and Competencies: Client orientation and customer focused, reporting, facilitation, analytical, evaluation, monitoring, presentation and computer skills. Innovative thinking, problem-solving, ability to work under pressure, willingness to travel, sensitivity to target groups and good interpersonal relations.

DUTIES:
Mainstreaming of Gender, Youth and Disability Mainstreaming programmes to Departmental Strategic Plans and budget. Compile data on the status of Gender, Youth and Disability Mainstreaming policies, procedures, structures and budgets in the Department. Communicate and monitor action plans on Gender, Youth and Disability Mainstreaming. Management of Gender, Youth and Disability Mainstreaming. Compile analysis and review reports of Departmental Gender, Youth and Disability Mainstreaming Programme. Communicate advocacy sessions on Departmental Gender, Youth and Disability Mainstreaming Programme. Gender, Youth and Disability Mainstreaming compliance monitoring. Communicate schedules for compliance monitoring sessions on Departmental programmes to Gender, Youth and Disability Mainstreaming targets, policies and action plans. Compile and communicate corrective actions to relevant stakeholders. Gender, Youth and Disability Mainstreaming reporting. Prepare monthly, quarterly, bi-annual and annual Gender, Youth and Disability Mainstreaming reports. Compile Gender, Youth and Disability Mainstreaming oversight reports as required.

ENQUIRIES: Ms B Khutsoane Tel No: (011) 355 7805
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 Boitshoko Khutsoane Tel No: (011) 355 7805
CLOSING DATE: 28 June 2019
POST 21/151: ADMINISTRATIVE OFFICER: PERFORMANCE INFORMATION MONITORING AND EVALUATION REF NO: SD/2019/06/03

SALARY: R257 508 per annum (plus benefits)
CENTRE: Johannesburg Head Office
REQUIREMENTS:
A three year qualification in Monitoring and Evaluation and related fields with 1 - 2 years' experience in Performance Monitoring and Evaluation environment. A valid driver's licence will be an added advantage. Good Knowledge and understanding of legislative and policy framework, procedures and processes regulating Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Office Administration, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.

DUTIES:
Review and assist in the development, implementation and maintenance of M & E policies, processes and guidelines for Departmental entities. Capacitate Regions to reduce discrepancies of evidence before it is rejected during the
verification process. Test NPO compliance against the Department records management guidelines. Develop verification templates for Department data validation process. Compile monthly analysis on POA and quarterly verification analysis. Attend and provide inputs in all meetings, workshops, and capacity building and information dissemination sessions. Assist in the analysis and refinement of all the indicators tracking performance and all service areas before the finalization of the APP in January of each financial year. Assist in conducting capacity building, workshops and sessions with the Regions, Institutions and Head Office. Filling of Directorate documents i.e. reports, NPOs schedules and registers.

ENQUIRIES
APPLICATONS
FOR ATTENTION
CLOSING DATE

Ms Boitshoko Khutsoane Tel No: (011) 355 7805
Ms B Khutsoane Tel No: (011) 355 7805

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.

Ms Boitshoko Khutsoane Tel No: (011) 355 7805

28 June 2019