

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and 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** : 19 July 2019 at 16h00. 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. 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.

**OTHER POSTS**

- POST 24/77** : **CHIEF STATE VETERINARIAN: EPIDEMIOLOGY REF NO: REFS/004228**
- SALARY** : R733 257 per annum (All-inclusive Salary Package which can be structured according to an individual needs)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 plus a Degree in BVSc or BVMCh (NQF level 7) as recognized by SAQA. 3 - 5 years' working experience within the Animal Health (Regulatory Disease Control/ Primary Animal Health/ Veterinary Public Health or Veterinary Epidemiology) At least 3 years State Veterinary Services at a Supervisory level. Must have a current registration as a Veterinarian with the South African Veterinary Council. A valid Code EB driver's license. A veterinary Epidemiology or veterinary public health post graduate degree will be an added advantage. Competencies: The understanding of the application of epidemiology principles in disease investigations, prevention and control, quality management, Customer and other Batho Pele principles used in the public service. To demonstrate knowledge of the imperatives of One Health approach as well as experience on the management of zoonotic diseases. Knowledge of the South African disease control legislation and relevant regulations and policies. Knowledge of information (database) and records management as well as Occupational Health, Risk and Safety Management. Scientific research, presentation and report writing skills. Ability to lead and be lead cooperatively in pursuit of team deliverables. Communication skills, both written and verbal. Proficiency in the use of computers, Microsoft Office packages.
- DUTIES** : Assist with the management of the sub- program Epidemiology as a State Veterinarian. Knowledge of Veterinary Epidemiology and animal health risk assessment. Provision of veterinary epidemiology services to Gauteng veterinary services. This will include disease surveillance, coordination within GDARD as well as with other Provinces and National government; disease outbreak preparedness and contingency planning and emergency disease control; disease risk analysis and mitigation; providing a Geographic Information System for management decisions and disease notification; oversight and reporting on the livestock census and more. A good working knowledge of GIS related data-base, risk analysis and

social network analysis. To work as part of the Gauteng One Health team on all matters related to veterinary public health. Public participation methods and must have both team orientation and networking skills to be able to interact with colleagues, other stakeholders of government, the private livestock sector as well as the farming community and community leaders. Contribute to the improvement of customer service including resolution of customer complaints. Ensure conceptualization, planning, scheduling and evaluation of activities and projects. Support the annual and term planning process (strategy, business planning budgeting and monitoring). Contribute to the continuous improvement of the services of Gauteng Veterinary Service in particular, State Veterinary Service and livestock farmer development in general.

**ENQUIRIES** : Mr. Rassy Rasemetse Tel No: 011 240-3083

**POST 24/78** : **PRINCIPAL SCIENTIST: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: REFS/004227**

**SALARY** : R376 596 per annum (Plus Benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric/ Grade 12 and a National Diploma (NQF level 6)/ Bachelor's degree (NQF level 7) in Agricultural Sciences /Environmental Sciences/Natural Sciences. 2 – 3 years' experience in Natural Resource Management and the Expanded Public Works Programme (EPWP) At least 1 year or above Supervisory knowledge and experience. A valid driver's licence. Competencies: Excellent writing, communication, negotiation, conflict management and supervisory skills. Computer literacy (MS Word, Excel, Outlook, PowerPoint). Strong knowledge of Environmental Policies and Legislation such as NEMBA, CARA, NEMWA, Public Finance Management Act and DORA.

**DUTIES** : To develop specialised areas of expertise, to be able to provide advanced technical and practical information, advice and training (formal and informal) to field staff and participants of the Expanded Public Works Programme (EPWP) under working for wetland and working on waste projects, in order to maximise their ability to do best practice natural resource management. To develop project interventions for protection or rehabilitation of natural water resources. To form partnerships with relevant stakeholders for Wetlands rehabilitation and river clean-ups for protection of ecological infrastructure, integrity and wild life. Ensure productivity through conservation measures and the removal of solid waste from natural water resources. To conduct monthly site inspections for all projects. Manage natural resources projects in accordance with EPWP principles, and such projects include but not limited to the burning of firebreaks, alien plant removal and an exit strategy on EPWP projects Monitor and evaluate EPWP projects. Supervise service providers and implementing agents, contracts, contract workers and field staff Facilitate training and development of project participants. Knowledge of contracts management, tender processes and managing external projects.

**ENQUIRIES** : Mr. Rassy Rasemetse Tel No: 011 240-3083

#### **DEPARTMENT OF HEALTH**

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

#### **OTHER POSTS**

**POST 24/79** : **MEDICAL SPECIALIST REF NO: HRM 61/2019**

Directorate: Neurosurgery

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

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : HPCSA registration as a Neurosurgeon. Relevant experience in academic medicine. Proven record in teaching and research with relevant publications. Managerial competencies. Rendering of clinical services.

**DUTIES** : Patient care, research and academic programs in the department. Teaching of registrars, post and undergraduate students and provide academic and administrative leadership. Form part of the Neurosurgery departmental team in the hospital complex. Clinical management patients and surgical operative lists, conducting ward rounds, competency in operating theatre. Willingness to develop sub-specialist expertise in the areas of neurocritical care, skullbase surgery and neurovascular surgery would be beneficial.

**ENQUIRIES** : Prof. L. Padayachy Tel No: (012) 354 1029

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X169, 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** : 19 July 2019

**POST 24/80** : **MEDICAL REGISTRAR REF NO: HRM 62/2019**  
Directorate: Neurosurgery

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

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : MBChB, HPCSA registration as a Medical practitioner. Neurosurgery Primary Exam, Colleges of Medicine of SA (or equivalent). Suitable experience and surgical proficiency. Registrars will inter alia be responsible for rendering of clinical services. Assessment and treatment of patients, related administrative duties, participating in all activities of the department in relation to teaching and research, participate in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Registrars will be rotated through related departments at various hospitals, comprising of Steve Biko Academic Hospital and Kalafong Hospital. Will be required to register for the MMed degree at the University of Pretoria, and complete suitable research project. Overtime duties are included and are necessary.

**ENQUIRIES** : Prof. L.Padayachy Tel No: (012) 354 1029

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X169, 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** : 19 July 2019

**POST 24/81** : **MIDDLE MANAGER: ADMINISTRATION (DEMAND AND ACQUISITION MANAGEMENT) REF NO: CHBAH 190 (X1 POST)**  
Directorate: Supply Chain Management  
(This is the Re –advertisement previous applicants are encourage to apply).

**SALARY** : R733 257 – R863 748 per annum (Level 11) (All-inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : Degree or National Diploma in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management. 10 Years' experience in the Supply Chain Management field with financial management background of which 5 years must be experience as an Assistant Director level. A copy of a valid driver's licence. Knowledge and experience in Ms Office, BAS, SAP and SRM. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Treasury Regulations and PPPFA. Knowledge of the public systems. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal

and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyze and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and co-ordinate workshops. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.

**DUTIES** : Ensure effective and efficient systems related to the acquisition processes in the institution. Compilation, verification and consolidation of demand and procurement plans of goods and services for the institution. Ensure needs and market analysis of goods and services is conducted. Provide advisory support to end-users when drafting specifications (TOR). Provide administration support to management. Monitor the acquisition process and distribute reports. Develop and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the Director's office with regards to the Bid Adjudication Committee submissions and reports. Provide ongoing support to both internal and external clients. Facilitates effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Implementation of National Core Standards. Attend meetings and training as approved by manager. Management of personnel performance (contracting and performance management reviews).

**ENQUIRIES** : Ms TTT Ravele Tel No: (011) 933 9748  
**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 duly completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, driver's license and certified copies of qualification/s including. Certifying stamp on documents shouldn't be more than three (3) months. 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 will 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** : 19 July 2019

**POST 24/82** : **ASSISTANT MANAGER SPECIALTY NURSING REF NO:**  
**ASSM/OBS/024/CMJA/2019**  
 Directorate: Nursing Division: Obstetrics & Gynaecology

**SALARY** : R641 991 per annum (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic Midwifery and Neonatal Nursing

<b><u>DUTIES</u></b>	: Science. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Post Basic Midwifery and Neonatal Nursing Science. At least 3 years of the period must be appropriate experience at management level. Computer literacy will be added advantage.
<b><u>ENQUIRIES</u></b>	: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) 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 HR and financial policies. Will be required to do call as required by the service.
<b><u>APPLICATIONS</u></b>	: Ms. M.O Khumalo Tel No: 0114883113
<b><u>NOTES</u></b>	: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of SANC, I.D (for smart ID; copies of both side of ID), and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<b><u>CLOSING DATE</u></b>	: 19 July 2019
<b><u>POST 24/83</u></b>	: <b><u>ASSISTANT MANAGER SPECIALTY NURSING REF NO:</u></b> <b><u>ASMS/NEPH/001/CMJAH/2019</u></b> Directorate: Nursing Division: Nephrology
<b><u>SALARY</u></b>	: R641 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	: Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic Nephrology Nursing Science. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Post Basic Nephrology Nursing Science. At least 3 years of the period must be appropriate experience at management level. Computer literacy will be added advantage.
<b><u>DUTIES</u></b>	: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) 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 HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices. Relieve the Nursing Services Manager in her absence.

- ENQUIRIES** : Ms. M.N. Morare Tel No: 0114883155
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of current SANC registration I.D (for smart ID; copies of both side of ID), and Qualifications to be attached. Suitable candidate will be subjected to personnel Suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable Candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 19 July 2019
- POST 24/84** : **HEAD OF DEPARTMENT IN STUDENT AFFAIRS DEPARTMENT REF NO: CHBNC/2019/S-AFFAIRS01**  
Directorate: Nursing Education and Training
- SALARY** : R579 696 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Nursing College
- REQUIREMENTS** : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the post-basic qualification in Nursing Education. Knowledge: Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Sound communication and leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver's license.
- DUTIES** : Coordinate planning of the master education and student replacement plan of the College. Management of procedures and processes to ensure safety and security of examinations. Administration of student academic information system. Development and ensure implementation of quality assurance programmes. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own field of practice. Serve as a

chairperson/member on applicable academic/ management committees, prepare and deliver reports as required. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Student Affairs. Manage various submissions including facilitation of correspondence in Student Affairs. Manage all functions pertaining to the following: student selection process, appointments, terminations, registration of students with South African Nursing Council and student records. Collaborate with stakeholders and building of strong relationship with other departments.

- ENQUIRIES** : Ms. N.E Ntsele Tel No: (011) 983 3009/3069
- APPLICATIONS** : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a Z83 form with your C. V, certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 26 July 2019 12h00 am
- POST 24/85** : **ASSISTANT MANAGER (AREA) GENERAL NURSING REF NO: ASMG/14/CMJAH/2019**  
Directorate: Nursing Division: Surgery department
- SALARY** : R562 800 per annum (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 45 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/ recognisable experience at management level. Computer literacy will be an added advantage.
- DUTIES** : To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Senior Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Manager in her absence. To ensure compliance to professional and ethical practice. Do hospital coordination after hours, on weekends and public holidays on rotational basis.
- ENQUIRIES** : Ms. D.A Ramoshu Tel No: 011 488 3360
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

**NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of SANC, I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE** : 19 July 2019

**POST 24/86** : **ASSISTANT DIRECTOR RADIOGRAPHY REF NO:**  
**ASD/RADIO/22/CMJAH/2019**  
Directorate: Ultra Sound Department

**SALARY** : R517 326 per annum (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA in the Ultra Sound Department of which 5 years must be experience in management. Diploma/Degree/equivalent qualification /ultra sound qualification will be added advantage.

**DUTIES** : Plan and organize the radiography department/ultrasound section. Sound knowledge of legislative framework in the health department. Basic condition of employment Act, Code of Conduct, PFMA, Hazardous substance Act, Public Service regulations, Employment Equity Act, Labour Relation Act, Radiation Control guideline, HPCSA policy / guideline. Patients Right Acts, Batho Pele. Knowledge and implementation of procurement procedures, ordering, assets management, repairs, condemning etc. Do needs analysis, compile budget and submit the needs for the department ahead of time. Provision and supervise of the effective and efficient quality radiographic / ultrasound services. Liaise with supplier of x-ray equipment and consumables. Ensure availability of human and material resource. Ensure staff are remunerated. Motivate for resources required to function proactively. Ensure radiographers are registered with HPSA and practice within the scope as required. Plan staff leave and monitor utilization of overtime and RWOPS. Ensure performance management of staff is done, developments, and assessments implemented on time. Ensure radiation protection for patients, staff and the public. Good team spirit. Compile department Operational Plan in keeping with Strategic Plan of the institutional and the department at large. Commitment to developing and training of staff, students and community service. Ensure participation in the institutional events. Ensure staff is motivated, encourage, trained, developed and kept abreast with the institutional developments. Participate in recruitment processes. Delegate supervisors where necessary. Ensure roster allocation is done, staff are competently trained on modalities, rotated through different sections. Communicate well with all stakeholders. Attend institutional meetings and other relevant meetings.

**ENQUIRIES** : Dr. I.O Ubogu Tel No: 011 488 3225  
**APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

**NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of Current HPCSA registration, I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE** : 19 July 2019



- POST 24/87** : **CHIEF RADIOGRAPHER REF NO: FERH/RADIO/01**  
Directorate: X-Ray
- SALARY** : Grade 1: R466 119 - R517 326 per annum  
Grade 2: R532 959 - R591 510 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Three (3) years degree/diploma in diagnostic radiography (B. Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of Three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner. Proof of previous and current work experience (service record) endorsed and stamped by HR. Must have Two (2) managerial experience and public service experience will be an added advantage. Excellent computer skills.
- DUTIES** : Provide and participate in a 24 hrs. High quality radiographic service and ultra sound services. Supervise subordinates and other support personnel in the department. Compliance with radiation control legislation. Ensure implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with national patients' rights charter and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous professional development as required by the HPCSA. Knowledge of public service acts, regulations, policies, requirements and Six Quality Priorities. Sound knowledge of Radiology complex/diverse environment. Good communication skills (verbal & written).
- ENQUIRIES** : Mr K.L Manqele Tel No: 011 812 8372
- APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed.
- CLOSING DATE** : 19 July 2019
- POST 24/88** : **OPERATIONAL MANAGER GENERAL NURSING REF NO: OPMND/015/CMJAH/2019**  
Directorate: Nursing Division: Night Duty
- SALARY** : Grade 1: (PN-A5) R444 276 per annum (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy. Supervisory experience and computer literacy will be added advantages.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) 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 HR and financial policies. Will be required to do call as required by the service.

Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

- ENQUIRIES** : Ms. A Tshitereke Tel No: 011 488 3787
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of SANC, I.D (for smart ID; copies of both side of ID), and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 19 July 2019
- POST 24/89** : **PROFESSIONAL NURSE- SPECIALTY (THEATRE) REF NO: FERH/NURSE/08**  
Directorate: Nursing
- SALARY** : Grade 1 R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing diploma/degree as accredited by South African Nursing Council (SANC) plus a One (1) year post basic nursing in the above mentioned specialty, registered with SANC and Senior certificate (Matric/Grade 12). A minimum of Four (4) years appropriate/recognisable nursing experience after registration as Professional nurse registered with SANC and One (1) year experience after obtaining the post basic qualification in Operating Theatre nursing.
- DUTIES** : Provision of optimal holistic specialized nursing care within the set standards professional and legal framework. Promotion of a scientific, high quality nursing care that is cost effective and efficient in the area of allocation. Will be a shift leader that is responsible for the planning, organising, co-ordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promotion of professionalism and leading by example at all times.
- ENQUIRIES** : Mrs M.K Nkuna Tel No: 011 812 8317
- APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 19 July 2019

- POST 24/90** : **MIDDLE MANAGER: HUMAN RESOURCE- LABOUR RELATIONS REF NO: CHBAH 191 (X1 POST)**  
 Directorate: Human Resource Labour Relations
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification and National Diploma/Degree in Labour Relations or equivalent qualification with five (5) years' experience in labour relations on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). A copy of a valid driver's licence. Must have excellent presentation skills, experience in dealing with the public, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in labour relations is an essential requirements for the post. Knowledge and application of project management principles is essential.
- DUTIES** : Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Manage and monitor the functions of labour relations officers. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice and industrial action matters. Promote sound labour peace within the hospital. Produce monthly report and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff in the hospital on labour related matters as approved and delegated by the head of the sub-directorate. Attend to audit and National Core Standard queries including the implementation of the recommendations thereof. Advice management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support the Deputy Director in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings. Management of personnel performance and review thereof in the sub-division.
- ENQUIRIES** : Mr V Adoons Tel No: (011) 933 8885  
**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 duly completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and

respective dates (DD/MM/YY). Documents to be attached is certified ID document, driver's license and certified copies of qualification/s including. Certifying stamp on documents shouldn't be more than three (3) months. 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 will 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** : 19 July 2019
- POST 24/91** : **INFORMATION OFFICER REF NO: PWH/IO/05/19**  
Directorate: Health Information Management Department
- SALARY** : R257 508 - R303 339 per annum (Level 07) (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : An appropriate recognized three-year National Diploma/ Degree or relevant qualification. Minimum 2-5 years' experience, Driver's license. Knowledge in Tier.Net will be added advantage. Must be computer Literate. Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP.
- DUTIES** : Data analysis - Data aggregation - Data clean up - Data reporting - Co-ordinate and chairing of information committee (Data interrogation and clean up) - Co- ordination of District Health Expenditure Report, District Health Plan, District Quarterly Review, Client Satisfaction Survey and National Core Standards capturing. Availability of data and security of electronic information. Interpretation of data for health programmes & planning. Monthly data submission to Regional and Provincial Office. Sustaining Monthly Performance Hospital Reviews. Compliance of the national core standard and ideal hospital framework. Compilation and review of the facility operational plan capturing. Present hospital information as feedback to management and sectional heads. Develop, manage and implement information flow plan. Effective management of the Information Office. Supervision of Data Capturing, handle HR issues and contribute towards budget. Working with Ward Clerks in ensuring proper reporting of data with TPH 21 and TPH 57.
- ENQUIRIES** : Dr. HM Mosoane Tel: No: (012) 380 1205/1203
- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 19 July 2019
- POST 24/92** : **ASSET MANAGER REF NO: WOHC/ASSET 01/07**  
Directorate: Asset Management
- SALARY** : R257 508 per annum excluding benefits
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Grade 12 with 5- 6 years' experience in Asset management and Supply Chain or National diploma/ Bachelor's degree in Supply Chain Management/Logistics/Public Administration /Financial Management with 2 to 3 years' experience in Asset

management and supply chain. Knowledge of PFMA, Treasury Regulations and Asset Management Framework, Supply Chain Management. Knowledge of BAS and SAP.

**DUTIES** : The incumbent will be responsible to manage the Asset department, maintain the institutional asset register, ensure the Bar-coding / Engraving of the newly procured assets, capture assets on the asset register, update the asset register and Inventory list on a regular basis. Prepare statutory monthly asset reports such as Asset reconciliation and Maintenance report. Conduct physical asset verification and coordinate quarterly asset management reports from Branches. Arrange and complete physical transfer/disposal of obsolete items. Perform disposal transactions to remove assets from Asset Register and Premises. Assist with handling storage areas of inventory sections and resolves minor inventory discrepancies Management and Monitoring of the utilization of the G-Car. Issue manual/electronic Trip requests. Ensure Vehicle odometer readings of each trip is recorded and captured. Ensure G Car is Clean, maintained in terms of services and including license disc and Petrol card are up to date. Capturing fuel claims. Prepare statutory reports of the transport management.

**ENQUIRIES** : Ms J M Tema Tel No: (011) 481 2099  
**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.

**NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with references and relevant certificates and qualifications. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 19 July 2019

**POST 24/93** : **SECURITY OFFICER**  
Directorate: Health

**SALARY** : R257 508 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Grade 12 with 6 years relevant experience of which 3 years must be administrative duties and security services. Registration with PSIRA GRADE B. valid driver's license .knowledge of criminal procedure act and trespass act. Minimum information security standard. Must be vetted by the department of community safety. Designing security solutions. Report writing. Problem solving. Basic investigative skills. Knowledge and expertise of security management .communication skills.

**DUTIES** : ensure that physical security measures are functioning Properly (CCTV).Reporting security breaches. Control and supervise staff. Administer basic human resource matters e.g. discipline, leave etc. conduct investigations and provide report to the unit manager. Ensure that inspection of the building, premises, and perimeter fencing is performed. Ensure all departmental security policies and procedures are implemented. Conduct and co-ordinate monthly meeting with stuff and in-service for security personnel. Conduct risk analysis in the hospital and report incident and irregularities. Searching of missing patients in various locations and provision of report. Compilation of statements and testify in court. Assist with the management of riots and strikes .manage gardening services. Control and supervise property care taking personnel

**ENQUIRIES** : MR TT Makhudu Tel No: (012)717 9385  
**APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE** : 19 July 2019

**POST 24/94** : **ADMIN CLERK REF NO: PWH/AD/06/19**  
Directorate: Admission Department

**SALARY** : R173 703 - R204 612 per annum (Level 05) plus benefits  
**CENTRE** : Pretoria West Hospital  
**REQUIREMENTS** : Minimum of Grade 12. Computer Literacy (Capturing, processing e-mail, Internet. Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management, PFMA, Basic Conditions of Employment Act will be added advantage.

**DUTIES** : Admission and registration of patients on PAAB and manual, filing and Retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and updating electronic downtime Information. Billing and collecting money from patients and issuing receipts. Balancing in-paying register at the end of every shift. Completion of GPF3, 4 and 5 forms. Classification of patients according to the UPFS. Assisting in Other units within Patients Affairs when they need arises and ensuring that Working material and equipment's are always available. Reporting of lost, damaged and not working equipment's.

**ENQUIRIES** : MR. J Mamaila Tel No: (012) 380 1475  
**APPLICATIONS** : can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

**CLOSING DATE** : 19 July 2019

**POST 24/95** : **ADMIN CLERK**  
Directorate: Health

**SALARY** : R173 703 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Minimum of grade 12,computer literacy(capturing ,processing emails,internet,12 months of admin services(patient admin experience will be an added advantage)must be willing to work shifts and work under pressure. knowledge of PAAB, records management and using metro file system. PFMA, Basic conditions of employment act will be an added advantage.

**DUTIES** : Admission and registration of patients on PAAB and manual, retrieval of files using metro file from record. Capturing data on TPH31A and TPH31.completion of GPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients issuing receipts, balancing in-paying register at the end of every shift .completion of GPF3, 4 and 5 forms. Classification of patient according to the UPFS. Assisting in other units within patient affairs when need arise and ensuring that working material and equipment's are always available reporting of lost, damage and not working equipment's. Perform any duties as delegated by the supervisor. Comply with the performance management and development system (contracting, quarterly reviews and financial assessments).

**ENQUIRIES** : MR Makhudu TT Tel No: (012) 717 9385  
**APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE** : 19 July 2019

**POST 24/96** : **ENROLLED NURSING ASSISANT (X1 POST)**  
Directorate: Nursing

**SALARY** : R132 525 per annum

- CENTRE REQUIREMENTS** : Jubilee District Hospital  
: Qualifications that allows registration with the SANC as a nursing assistant. Certified copy of the current SANC receipt .certified grade 12 certificate. Elementary communications skills, writing skills, ability to function as part of a team, interpersonal skills, knowledge of nursing care processes and procedures ,nursing statures and relevant legal frameworks such as nursing act ,health act, OHS act ,patient rights charter, Batho Pele principles, public service regulations, labour relations act, disciplinary code and procedure, grievance procedure, etc.
- DUTIES** : Assist patients with activities of daily living (physical care)i.e. Maintain hygiene of patients, provide nutrition, assist with mobility, assist with elimination process, provide elementary clinical nursing care, measure, interpret and record vital signs, operate all relevant apparatus and equipment, assist prof nurses with clinical procedures, preparations of patients for diagnostic and surgical procedures, maintain professional clinical care, maintain code of conduct as required in the public service and by the professional body, seek learning opportunities i.e. in-service training courses.
- ENQUIRIES APPLICATIONS** : MR Makhudu TT Tel No: (012) 717 9385  
: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially race, gender and disability. Appointment is subject to the signing of performance agreement contract. The successful candidates will be required to submit security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicant to have any qualifications verified by the South African Qualifications Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.
- CLOSING DATE** : 19 July 2019
- POST 24/97** : **CLEANER- REF NO: PWH/CD/07/19**  
Directorate: Cleaning Department
- SALARY CENTRE REQUIREMENTS** : R102 534 - R120 780 per annum (Level 02) plus benefits  
: Pretoria West Hospital  
: Abet or Grade 10. Basic literacy and numeracy skills, Ability to perform Routine or structured tasks, ability to operate equipment or machines. No Experience needed, good communication and interpersonal skills. Must be willing to work shifts and overtime. Must be willing to assist in other Departments.
- DUTIES** : Render a cleaning service in the institution. Cleaning of office, wards, Corridors, elevators, bathrooms and toilets. Polishing, dusting and waxing of furniture, floors and doors, sweeping, scrubbing, vacuuming and shampooing of floors, cleaning of walls and windows. Emptying and Cleaning of waste bins. Refiling of hand wash liquid soap, replacing toilet Paper, hand towels and refreshers in bath and rest rooms, Report broken Cleaning machines and equipment after use, Request cleaning materials Damp dusting in the wards/casualty department/out patients of e.g. Hospital beds, lockers, chairs, cardiac trolleys, suction apparatus, curtains Ralls, windows seals. Cleaning file holders, hand wash basins, toilets, Bathrooms, sluice room, stoop, dust bins and line them, labelling soiled Linen room. Collect water jugs from patient, wash them, refill with clean Water and take back to patients. Prepare food trays for patients at each Meal time. Collect food trolleys from the kitchen. Assist nurses with serving of meals in the wards. Make and serve tea in food trolley. Wash cups and sources after tea time, cleaning of spills, washing removing empty Boxes from wards. Monitor and record cleanliness of bathrooms and basins regularly on provided checklist. Messenger duties when there is a need in the ward.
- ENQUIRIES** : Mr. J Mamaila Tel No: (012) 380 1475

- APPLICATIONS** : can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 19 July 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 Ntomi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 19 July 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 advertise during any stage of the recruitment process. We thank all applicants for their interest.

**OTHER POST**

- POST 24/98** : **SENIOR TRAINING OFFICER REF NO: 004178**
- SALARY** : R316 791 – R373 167 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 and 3 year National Diploma in Human Resource Management or related qualification. 1-3 years, Public sector experience. Good understanding of Human Resource Development and Human Resource Management Strategies. Have good people management, interpersonal, conflict management, planning, organising and problem solving skills. Sound knowledge and understanding of HRD legislative framework.
- DUTIES** : To provide administrative and co-ordination support of the training and development function within the department. Implement the training and development directives. Process Training and Development, including bursaries. Co-ordination, administration & implementation of HRD related programmes eg internship. Database administration. Sourcing of training service providers and arrange logistical functions. Coordinate and schedule training courses and workshops. Plans, organises and monitors course conducted for staff in the Office



of the Premier. Advise managers regarding training opportunities including ABET Programme. Evaluates and co-ordinate the purchase and delivery of training programmes. Oversees training records and draw up training schedule. Compiles reports on the implementation of training plan. Assists in conducting need analysis and implementation of workplace Skills Plan (WSP). Co-ordinates the implementation of PMDS Policy. Communicates training to all relevant parties using different mediums. Follow up on decisions made in relation to training and development. Liaises with relevant stakeholders both in the Public and Private sector. Participate in the training and development committee. Attends seminars/conferences in relation to HRD.

**ENQUIRIES** : Ms Confidence Nhleko Tel No: (011) 355 6045

#### **PROVINCIAL TREASURY**

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



**APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE** : 19 July 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](http://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.

#### **MANAGEMENT ECHELON**

**POST 24/99** : **DIRECTOR: ASSET MANAGEMENT**  
(5 Year Fixed Term Contract)  
Directorate: Financial Governance  
Re-advert

**SALARY** : R1 005 063 per annum (All-inclusive package)  
**CENTRE** : Johannesburg

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA majoring in Financial Accounting. 5 years middle management experience in Asset Management / Financial Accounting. Knowledge of Accounting principles, relevant policies in a legislative environment. Understanding of the PFMA, Treasury Regulations, MCS and GRAP. Intermediate to expert skills in computer Ms. Office/Excel. Understanding of SAP and BAS will be an added advantage.
- DUTIES** : The incumbent will be responsible to ensure the implementation and monitoring of the Asset and Inventory management policies for GPG departments and entities. Provide continuous support and guidance on implementation of the asset and inventory management frameworks and guidelines within GPG departments and entities. Identify asset management capacity gaps within GPG departments and develop strategies to address capacity gaps. Provide support in the implementation of systems and processes for GPG departments and entities. Ensure the implementation of asset and inventory management reforms. Assist in clearing audit queries and assist in development and implementation of audit action plans. To provide technical advisory support to client departments and entities on asset management and audit related matters. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Asset management sub-unit. Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement.
- ENQUIRIES** : Mr HR Tsotetsi Tel No: 011 227 9000

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- CLOSING DATE** : 19 July 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](http://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. **NB:** The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**OTHER POSTS**

- POST 24/100** : **SOCIAL WORK MANAGER REF NO: SD/2019/07/01**
- SALARY** : R794 889 - R1 100 325 per annum (within the OSD Framework) (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE** : Tshwane Region
- REQUIREMENTS** : Bachelor Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Work with the SACSSP. Submission of valid proof of registration with the council. A valid drivers' License. Knowledge and understanding of Social dynamics, human behaviour, social system, legislation, policies, ethical practices governing field and intake programmes and social empowerment interventions. Skills and Competencies: Have the ability to intervene and resolve conflict of complex nature, problem solving, project management, research, interpersonal, reporting, planning and organizing skills.

- DUTIES** : Interpreting, applying and implementing Social Work legislation, policies and guidelines relating to field and intake. Developing and implementing operational plan of social work intervention for field and intake. Developing problem solving interventions and preventative measures for alleviating distress to individuals, groups, families and communities. Conducting social work research programmes. Developing and creating stakeholders support mechanisms and networks. Managing the preparation of quarterly performance information and consolidation of performance data in the field and intake programmes. Management of staff training, development, performance, leave plans and projects allocated to sub-directorates. Implement prevention programmes liked to celebration of national days.
- ENQUIRIES APPLICATIONS** : Athololang Kotsedi Tel No: (012) 359-3314  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private Bag X266 Pretoria 0001.
- POST 24/101** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS REF NO: SD/2019/07/02**
- SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office  
: A three year National Diploma in Information Technology. A minimum of 3-5 years' experience in Middle Management level. Demonstrated experience in Information Technology field. Middle management and leadership experience. A valid Code B drivers' license. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Knowledge of SAP Customer Relationship Management (SAP CRM). Skills and Competencies: Business Insight, team working, supervision, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical, project management, report writing, problem solving, planning and organizing skills.
- DUTIES** : Managing quality of data. Monitoring omission on data. Recommending changes on data management. Overseeing scanning functions. Managing implementation of records management strategy. Engaging with system developer on proposed changes on BW. Providing technical support on electronic transfer payment to NPO's. Co-ordinating system queries on CDP functions. Managing the technical support on BW reporting functions. Co-ordinating the implementation of new report concepts. Monitoring and refer request for change on BW reporting functions. Managing the training and development of staff. Managing staff performance. Managing staff leave.
- ENQUIRIES APPLICATIONS** : Cynthia Mabaso Tel No: (011) 355-7971  
: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development. Head Office 69 Commissioner Street, Private Bag x1 Johannesburg, 2000.
- POST 24/102** : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT SYSTEMS REF NO: SD/2019/07/03**
- SALARY** : R376 596 per annum
- CENTRE REQUIREMENTS** : Head Office  
: A three-year National Diploma in Information Technology with 3-5 years' experience in ICT environment. ArcGIS, CCNAP, MCSE, MSITP, ITIL and CDC will be an added advantage. A valid drivers' licence. Skills and Competencies: Knowledge and understanding of legislative framework governing the Public Service in ICT related. Knowledge and understanding of Geographic Information System (GIS). Skills and Competencies: Technically orientated, Analytical, Attention to details, Strategic planning, supervision, staff development, information systems, budgeting processes and financial and management and procedures skills.

**DUTIES** : Assist in the collation of data sets from business units including all relevant role players within the Social Sector. Providing quality assurance of packaged data. Monitoring the Departmental Information repositories. Assisting in maintaining Departmental databases. Supervising the mapping and geocoding process. Assisting in the creation of maps as per downloaded points. Assist in the analysis of spatial reports for business units. Assist in the development and implementation of Information and Knowledge Management strategy, policies and standards. Coordinating information and knowledge in line with best practices. Coordinating awareness sessions on information and knowledge management. Management of staff performance, development and training.

**ENQUIRIES** : Cynthia Mabaso Tel No: (011) 355-7971

**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Head Office 69 Commissioner Street, Private Bag x1 Johannesburg, 2000.

**POST 24/103** : **ADMINISTRATION OFFICER: ESS AND DATA MANAGEMENT INFORMATION SYSTEMS REF NO: SD/2019/07/04**

**SALARY** : R257 508 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A three year National Diploma in Information Technology with 1-2 years' experience. Demonstrated experience in Information Technology field. A valid Code B drivers' license. Skills and Competencies: Knowledge and understanding of legislative framework governing the Public Service. Knowledge of the Department's Constitutional mandate. Knowledge of SAP Social Care Solution. Skills and Competencies: Business Insight, Information Systems, through to details, project management, report writing, good communication, conflict management, leadership, facilitation, coordination and people management skills.

**DUTIES** : Creating an ESS reporting line template for users. Consolidating reporting line report with all users. Implementing reporting line request on backend. Investigating the error experienced by the user on ESS. Providing feedback to entities on roles created for users. Obtaining request from HR super-user. Resetting password for users and providing feedback. Rendering support to ESS users. Drawing ESS reports on monthly basis. Analysing ESS report for error and omission. Forwarding the ESS report on leave status via the line manager to senior management. Drawing Business Warehouse (BW) statistical reports and use as a data base to do an audit on the maintenance of data in respect of individuals, Non Profit Organizations or facilities. Making recommendation to user to update non-mandatory fields. Investigating on daily basis data captured by end users. Communicating with end users to update all relevant data fields or make the necessary corrections. Archiving of duplicate Business Partners. Testing data-backup on dates identified by GDF. Visiting users at regional offices and institutions and share the importance of authentic data-backup on dates identified by GDF.

**ENQUIRIES** : Cynthia Mabaso Tel No: (011) 355-7971

**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Head Office 69 Commissioner Street, Private Bag x1 Johannesburg, 2000.