ANNEXURE K

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS

Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001

Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190,

District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X6001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6062,

District Gauteng North (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754

District Gauteng West (GW): Physical Address: Comer Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581,

District Johannesburg Central (JC): Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,

District Johannesburg East (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109,

District Sedibeng East (SE): Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861

District Tswane South (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt Tel No (012) 401 6363/5

CLOSING DATE: 19 August 2019

NOTE: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this post. Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, which must be completed in full and original signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. All candidates for MMS positions will be required to undergo competency assessment, security clearance. The specific reference number of the post must be quoted. Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 28/59: DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: HO2019/08/01
Directorate: Performance Management and Development
Sub- Directorate: Employee Health and Wellness

SALARY: R733 257 per annum (All- Inclusive Package)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree in Safety Management or related three year qualification. At least a minimum of five years' experience in the field of Safety Environment, Risk and Quality Management, which three years must be at Assistant level. SAMTRAC qualification is mandatory for this post. The applicant must be registered with either the South African Institute for Safety and Health (SAIOSH) or the National Institute for Occupational Safety and Health (NIOSH). The candidate must have knowledge of OHS ACT 85 of 1993 and its regulations, COIDA 130 of 1993, National Environmental and Waste Management Act 59 of 2008 , Public Financial Management Act 01 of 1999, Public Service Act 103 of 1994 as amended and Public Service Regulation 2016, Municipal by laws related to Occupational Health and Safety Management. The
candidate must have proven managerial skills, conceptual skills, analytical skills, decision making skills and interpersonal skills. The candidate must have and attach a valid driver’s license.

**DUTIES**

- Develop and Review OHS Policy, IOD policy, Health and Productivity Management policies and Standard Operating Procedures relating to OHS. Plan and Implement the integrated Safety Health Environment Risk and Quality Management interventions. Ensure compliance with OHS regulatory framework, including emergency equipment. Establish OHS Committee in line with the requirements of the Occupational Health and Safety Act. Develop and maintain the departmental IOD register and OHS Strategic and Operational risk register. Facilitate the drafting and implementation of the SHERQ operational plans. Facilitate the development and approval of Emergency Evacuation plans in line with relevant municipal bylaws for all Districts and Head Office buildings. Conduct Hazard Identification and Risk Assessment and OHS inspections for all Districts and Head Office Buildings. Manage stakeholder relations including organized labour and EHWP transversal forum. Ensure compliance with reporting requirements to internal and external stakeholders.

**ENQUIRIES**

- Ms. Motshedisi Ramohloki Tel No (011) 843 6656

**POST 28/60**

- **DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2019/08/02**
  Directorate: Information Technology Systems

**SALARY**

- R733 257 per annum (All-Inclusive Package)

**CENTRE**

- Head Office, Johannesburg

**REQUIREMENTS**

- An appropriate recognized three-year National Diploma/Degree in Computer Science or Informatics / ICT or related three qualifications in the Software Development, with minimum 5 years’ experience in application software development. MCSD and ITIL certificate will be an added advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Gauteng Province. Experience with Data Warehouse. Must have Driver’s license.

**DUTIES**


**ENQUIRIES**

- Eva Motshwaedi Tel No: (011) 843 6724

**POST 28/61**

- **DEPUTY DIRECTOR: MEDIA RELATIONS REF NO: HO2019/08/03**
  Directorate: External Communication

**SALARY**

- R733 257 per annum (All-Inclusive Package)

**CENTRE**

- Head Office, Johannesburg

**REQUIREMENTS**

- An appropriate recognized three year qualification or an equivalent qualification in Public Relations, Communications or Journalism or related three year qualification. At least a minimum of five years’ experience of which three years must be at an Assistant Director level. Knowledge of education sector would be an advantage. Excellent communication skills (written & verbal). Understanding of media and
media landscape including social media. Experience in a challenging news environment. Ability to offer creative input and to work under pressure. Management and financial experience. An understanding of and commitment to the strategic objectives of the Gauteng Provincial Government. Sound understanding of computer packages (MSWord, MS Excel, and MS PowerPoint) and communication, negotiations, facilitation, organizing and public relations skills. Knowledge and understanding of the local languages is essential. Attention to detail. Valid driver’s license.

**DUTIES**
Manage the reputation of the department through developing, facilitating and managing the implementation of Communication Policies and Strategies of the Department. Develop sound responses to media enquiries. Develop proactive communication of departmental activities. Liaise with the media. Develop targeted media plans and strategies. Ensure effective media coverage. Arrange press conferences and media briefings. Source and write opinion pieces. Draft speeches and generate content for various media. Promote and develop external communication activities. Monitor media trends, analyse and identify communication opportunities. Assist in managing the effective, efficient and economical management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance.

**ENQUIRIES**
Ms. Ntathu Makhoba Tel No: (011) 355 1019

**POST 28/62**
**DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2019/08/04**
Directorate: Enterprise Risk Management
Sub- Directorate: Enterprise Risk Management Coordination

**SALARY**
R733 257 per annum (All-Inclusive Package)

**CENTRE**
Head Office, Johannesburg

**REQUIREMENTS**
An appropriate recognized three-year National Diploma/Degree in Risk Management, Internal Audit, Cost and Management Accounting, Financial Accounting, Public Finance. At least a minimum of five years’ experience in the field of Risk Management, Internal Auditing and Auditing. Knowledge of the Public Sector Risk Management Framework and COSO Risk Management Framework. Membership of the Institute of Risk Management will be an added advantage. The candidate must have proven managerial skills, conceptual skills, analytical skills, decision making skills and interpersonal skills. Knowledge of the Acts and Regulations applied in the public service. The candidate must have and attach a valid Driver’s license.

**DUTIES**
Customize the Risk Management Policy, Strategy and plan to the Department, Monitor implementation of the Risk Management Strategy of the Department (Report), Facilitate Strategic and Operational Risk Assessments (Risk registers), Monitor Implementation of Mitigating Measures to Minimize the adverse effect of Risks (Report), Conduct Risk Management Awareness workshop to inculcate a culture of Risk Management, Determine and coordinate risk management training needs for risk management for line management and Risk management practitioners, Coordinate the Risk Committee meeting of the Department (Risk Committee reports), Provide secretariat to the Risk Committee (Risk Committee minutes), Coordination of business Continuity Management, Coordination of the Fraud Prevention Plan, Conduct awareness on BCP, FPP and ERM.

**ENQUIRIES**
Mr Puledi Selepe Tel No: (011) 355 1154

**POST 28/63**
**DEPUTY DIRECTOR: IT PROJECT MANAGER REF NO: HO2019/08/05 (X2 POSTS)**
Directorate: Institution IT Services Management

**SALARY**
R733 257 per annum (All-Inclusive package)

**CENTRE**
Head Office, Johannesburg

**REQUIREMENTS**
An appropriate recognized three-year National Diploma/Degree in Information Technology / Information Systems / Computer Science with minimum of 5 years’ experience within IT environment. Knowledge of the Treasury Regulations. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.). Information Technology Infrastructure Library (ITIL- industry standard

**DUTIES**
Support the process of initiating and planning for ICT projects. Determine school ICT needs and requirements. Develop resource plans and timelines to deliver against agreed ICT projects in schools. Draw up project plans that will support the delivery of various ICT projects in schools. Conduct estimations for project activities as it relates to their duration and resources required to perform the work. Negotiate, draw up and implement Service Level Agreements. Drive the execution of ICT project activities in schools. Track and manage requirements during the project execution and incorporate changes into the requirements through the established change management process. Ensure that unresolved risks and issues are escalated to the Line Manager with an indication of the impact to the project. Include proposed solutions to respond to the risks or issues. Prepare documents for school’s ICT project closure, monthly, quarterly and annual reports. Ensure accurate record keeping, document and content management of all project documents; and report writing. Conduct formal handover of the project items into business as usual including training material, project documentation, system documentation and process documents. Complete and submit documents required to formally close projects and capture lessons learnt. Facilitate ICT training initiatives for schools. Oversee ICT training for schools. Oversee any outsourcing of ICT training delivery in schools. Ensure the effective, efficient and economical management and utilisation of resources allocated. Prepare, manage and oversee project budgets. Prepare the annual staffing and resource plan for the year.

**ENQUIRIES**
Ms Mechelle Brink Tel No. (083) 271 2901

**POST 28/64**
DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES (X2 POSTS)
Sub Directorate: Transversal Human Resource Services

**SALARY**
R733 257 per annum (All-inclusive package)

**CENTRE**
Sedibeng East District Ref No: SE2019/08/06
Tshwane South District Ref No: TS2019/08/07

**REQUIREMENTS**
An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or related three-year qualification. At least a minimum of five years’ experience in human resources administration including HRM environment of which three years must be at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver’s license is required.

**DUTIES**
Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of
changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.

ENQUIRIES
Mr. Peter Nkgake (SE) Tel No: 016 440 1856
Ms M Van der Walt (TS) Tel No: (012) 401 6363

POST 28/65
DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: HO2019/08/29
Directorate: Internal Communication

SALARY
R733 257 per annum (All-inclusive package)

CENTRE
Head Office, Johannesburg

REQUIREMENTS
An appropriate recognized three-year National Diploma in Journalism / Communication / Public Relations / Marketing. At least a minimum of five years' experience in communication environment of which three years must be at an Assistant Director level. Knowledge of Public Service Act and Regulations. Communication policies and practices. Communication theories. Computer literacy, Communication Skills, Change management, Project Management, Good Interpersonal relations, Problem Solving, Consultation, Presentation skills, Operating photographic or video equipment, Research and data analysis, Policy development and research skills and Message and Speech writing. A valid SA Driver's license.

DUTIES
Manage the provision of effective compilation, design, printing, and distribution of internal publications in the Department. Conduct research and Compile articles including translation. Draw- up diary of content to go into the internal publication. Gather all material including photographs. Liaise with relevant stakeholders such as public entities to source information. Proof read and edit the publications. Oversee/monitor the distribution of the publications to both internal and external stakeholders. Ensure the availability and accessibility of other material for internal and external stakeholders (i.e. posters & flyers). Ensure continuous maintenance and update of the website and intranet. Manage the provision of language services. Translate documents including examination papers in all official languages. Provide language advisory services (e.g. plain language usage). Oversee the compilation and maintenance of an educational terminology database. Improve and strengthen communication relations in the Department. Liaise with internal stakeholders for sourcing information to be disseminated to all staff. Ensure that publicity and event materials are in line with the corporate branding. Oversee that products for events, exhibitions, imbizo and community awareness activities are designed. Promote adherence to the GDE Corporate Identity Manual. Participate in the development, facilitation and manage the implementation of the Communication Policies and Strategies in the Department. Participate in the development of communication policies.

ENQUIRIES
Ms Brenda Mabaso Tel No: (011) 355 0201

POST 28/66
ASSISTANT DIRECTOR: HR MONITORING, POLICY AND PLANNING REF NO: HO2019/08/08
Directorate: Organisational Development

SALARY
R376 596 per annum

CENTRE
Head Office, Johannesburg

REQUIREMENTS
and Presentation Skills. Project Management Skills. Policy Development and research skills. Ability to apply concepts without requiring supervision, able to provide technical guidance when required. Good computer literacy (MS Word, MS Excel and MS Powerpoint).

**DUTIES**

Develop and monitor the implementation of human resource planning strategies and processes. Compile exit interviews analysis and submit to DPSA for MPAT purposes. Develop the assessment report regarding the ability of the departmental HR to strategically assist in the achievement of service delivery goals. Coordinate and facilitate the development and implementation of Human Resource Policies within the Department. Develop and manage the HR Delegations of Authority and Operational delegations. Manage and monitor the implementation of HR Delegation decision Register. Ensure alignment of delegations with relevant legislative frameworks and resolutions. Provide advisory support on HR Policy matters to relevant to the internal stakeholders. Monitor and analyse HR performance against HR standards, HR strategies and objectives. Ensure the effective, efficient and economic utilisation of allocated resources.

**ENQUIRIES**

Mr Z. Gashe Tel No: (011) 843 6505

**POST 28/67**

ASSISTANT DIRECTOR: SERVER AND STORAGE INFRASTRUCTURE MANAGEMENT REF NO: HO2019/08/09

Directorate: IT Support Services

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate three years National Diploma/Degree in Information Technology plus / or related Microsoft Technical certificates. Certificate in A+ and N+ would be advantageous. Three (3) or more year’s technical support experience with at least one (1) year emphasis on implementing server infrastructure and storage technologies and platforms. Active Directory exposure in installation, configuration, and maintenance domains in an enterprise environment using Windows Server 2012/2016, this includes group policy management, directory replication, FSRM, software-defined storage, WSU, SCCM, DHCP services, DNS, amongst others. Experience in implementation and administration of virtualization platforms, VMware and Hyper-V, and their underlying storage and networking, and cloud technologies & strategies. Previous experience working with server hardware platforms like HP Proliant DL & ML series, Huawei and Cisco blade centres is desired. Necessary exposure working with backup & recovery technologies and procedures, DRP solution – maintain, manage and test, data security and protection. Knowledge of ITIL processes. Client orientation and good customer skills. Knowledge of legislative frameworks within the public sector will be an added advantage, technical and interpersonal skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver’s license and ability to drive is required.

**DUTIES**

Provide support to GDE’s server and storage infrastructure. Manage process of server provisioning, including, installation, configuration, commissioning, decommissioning, of both on-premise and cloud environments. Monitor warranties, support and maintenance of all on-premise provisioned servers and storage components. Monitor and maintain storage capacity, maintain server capacity plan and performance of the entire server and storage environment. Manage the department’s Microsoft Windows Server Active Directory and networking infrastructure environment. Management and ensuring of data security, protection, availability and continuity. Ensure that best practice standards, like ITIL, are adhered to in the server and storage environment. Manage and monitor service providers in provisioning of 3rd party services.

**ENQUIRIES**

Ms. E Motshwaedi Tel No: (011) 843 6724

**POST 28/68**

ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION REF NO: HO2019/08/10

Directorate: System Administration and Certification

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg
**REQUIREMENTS**

An appropriate recognized three-year National Diploma/Degree in IT systems plus minimum of 3 years’ experience in the IT working environment. At least 3 years in the Integrated Examination Computer System (IECS), Conduct, Administration and Management of public examinations. Knowledge and experience in e-Registrations, e-Remark and Re-check, Re-Issue and Electronic Document Delivery will be an add advantage. Extensive knowledge and exposure to Integrated Examination Computer System (IECS) and South African School Administration and Management System (SA SAMS). Advanced Computer skills in mainframe and server-based systems are necessary as well as Office applications. Knowledge of planning, coordination and facilitation of training District officials on IECS. Ability to stay focused while performing routine tasks. Willingness to work under pressure and long (official and unofficial) hour’s. Valid driver’s license.

**DUTIES**

Manage the registration of examination centres and candidates. To develop and implement policy relating to the operation of the IT systems, including user account administration. Coordinate processes relating to the functionality of the examinations information systems, both offline and online, and the functionality of software. Liaise with, and participate in quality of service discussions with the relevant Service Providers, System Developers and the National Education Department, regarding the terms of the service level agreements. Interact with Districts and Centres in relation to registration and resulting of candidates. Analyse and provide statistical data to all educational stake holders. Scheduling all batch jobs and after hours batch runs. Supervise staff in the data-capturing section. Coordinate and facilitate the training of officials in Districts and Head Office on IECS security policies and functions. Represent the System Admin Unit in the National and other relevant structures.

**ENQUIRIES**

Ms. Linda Xulu Tel No: (010) 601 8009

**POST 28/69**

ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: HO2019/08/11

Directorate: Performance Management and Development

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate three year National Diploma/Degree in Human Resources Management/Development plus relevant 3 years’ experience and knowledge of the operations of employee performance management. Proven experience in planning and implementing projects. In-depth knowledge and understanding of the different Performance Management Systems in GDE. Proven experience of PMDS-PS & SMS. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA. Strong computer literacy and PERSAL knowledge is essential. Strong verbal, written communication and facilitation skills required.

**DUTIES**

The incumbent will be responsible for the effective implementation of Performance Management Systems in Gauteng Department of Education. Co-ordinate and monitor compliance with all performance management policies, regulations and guidelines. Set up systems of implementation for PMDS-PS & SMS. Capturing of scores onto PERSAL. Co-ordinate moderation of scores. Consolidate and analyse reports from districts. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS and SMS processes. Perform other related duties assigned. Co-ordinate Service Excellence Awards.

**ENQUIRIES**

Ms Motshedisi Ramohloki Tel No: (011) 843 6656

**POST 28/70**

ASSISTANT DIRECTOR: NETWORK ADMINISTRATION REF NO: HO2019/08/12

Directorate: IT Support Services

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate three year National Diploma/Degree in Information Technology or relevant three year qualification plus Certified A+ and N+ CCNA is compulsory. Three years’ experience in IT environment. Must be able to complete complex
networking projects with minimal supervision, Knowledge of current network
hardware, active directory and TCP/IP protocol. Client orientation and good
customer skills. Knowledge of legislative frameworks within the public sector will
be an added advantage, technical and interpersonal skills. Good verbal and written
communication skills plus report writing. Good problem solving and analytical
skills. Ability to work under pressure. Must have valid driver’s license.

**DUTIES**
- Support the GDE network. Analyse and monitor the ICT connectivity environment.
- Advise on technical changes in the ICT environment. Liaise between management
  and Users. Develop methods and tools to be used to test and implement new LAN
equipment. Create projects that are designed to add functionality required by the
department, address on-going network failure issues. Engage in regular network
troubleshooting activities and resolve network connectivity issues. Analyze the
current network structure and submit quarterly comprehensive reports to executive
team on how to make the network more efficient. Ensure network security and
connectivity. Installing & repair of UTP cabling. Fully support, configure, maintain
and upgrade corporate customer’s networks. Monitor network performance
(availability, utilization, throughput, and latency) and test for weaknesses. Resolve
problems reported by end user. Define network policies and procedures. Specify
system requirements and design solutions. Research and make
recommendations. Monthly and quarterly reporting.

**ENQUIRIES**
Ms. E Motshwaedi  Tel No: (011) 843 6724

**POST 28/71**

**ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING (HO)**

**REF NO:**

**HO2019/08/13**

**Directorate:** Recruitment and Selection

**SALARY**
- R376 596 per annum

**CENTRE**
- Head Office, Johannesburg

**REQUIREMENTS**
- An appropriate three year National Diploma/Degree in Human Resource
  Management or related three-year qualification plus minimum of 3 years’
  experience in the HR working environment at a supervisory level. Knowledge of
  Public Service Act and Regulations. Knowledge of Basic Conditions of
  policy frameworks. Basic Knowledge of Persal. PFMA. Computer literacy. Good
  verbal and written communication skills. Report writing. Strong leadership skills
  and qualities. Listening skills. Conflict management. Negotiation skills. Time
  Management. Project management and Project leader skills. Good inter-personal
  relations skills. Problem solving skills. Presentation skills. Self-disciplined and able
to work under pressure with minimum supervision. Valid driver’s license is
essential.

**DUTIES**
- Assist in the development and implementation of the GDE recruitment, selection,
  retention and placement strategies and ensure the implementation thereof.
  Participate in the identification and solving of gaps and challenges in existing
  recruitment, selection, and retention and placement strategies. Circulate and
  clarify recruitment strategies to relevant stakeholders. Participate in the
development of HR policies based on gaps identified in the District. Coordinate the
administration of all response handling, recruitment, selection, appointments,
movements, transfers, placement, absorption and retention of staff. Ensure that an
up to date response handling database is maintained. Coordinate effective receipt,
sifting, capture, distribution, storage and disposal of applications. Coordinate the
advertisement of departmental vacancies, transfers and absorption. Verify
qualifications for suitable candidates. Coordinate the monitoring, evaluation and
reporting of recruitment, selection, retention and placement outputs. Collate
reports from Cluster Heads and Branches, Partake in advising line management
on matters related to response handling, recruitment, selection, appointments,
movements, placement and retention of staff. Partake in provision of advisory
services to shortlisting and interview panels. Partake in guiding and advising
personnel on human resource provisioning matters in order to enhance the correct
implementation of personnel administration practices and policies. Partake in the
compilation of reports and memos on Human Resource Provisioning issues and
provide inputs in recommendations where necessary. Coordinate compliance,
background and reference checks. Manage Resources (Human, Capital and
Physical). Ensure that job descriptions are in place for all staff members. Coordinate the signing of job descriptions and performance agreements for subordinates. Conduct performance reviews and submit to the Performance Management and Development unit timeously. Assist Deputy Director, Human Resource Provisioning in compiling monthly, quarterly and annual report.

ENQUIRIES
Ms. Lerato Machaka Tel No: (011) 843 6532

POST 28/72
ASSISTANT DIRECTOR: SUBSIDIZED CARS REF NO: HO2019/08/14
Directorate: Auxiliary Service & Fleet Management
Sub Directorate: Fleet Management

SALARY
R376 596 per annum

CENTRE
Head Office

REQUIREMENTS
An appropriate recognised three year National Diploma/Degree or related three-year qualification plus minimum of 3 years’ experience in the transport administration at a supervisory level. Knowledge of transport policies and subsidized vehicles. Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills-Advance, Ms Word and Excel. Candidate must be in possession of a driver’s license (Manual). Key competencies: Training on the affordability calculator, online contract signing. Financial and Risk Management and Policies regulating the use of subsidized motor vehicles. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Planning and organization skills, report writing, leadership and management skills.

DUTIES
Ensure the implementation of Transport policy within GDE. Provide Subsidized Vehicles management services within the Department. Provide Subsidized Vehicles administration services of accident, damaged, stolen and loss of vehicles within the Department. Management and control of logbooks and fuel claims for subsidized vehicles as prescribed by Policies. Management of the Asset registers for subsidized vehicles. Monitor the effective utilization of subsidized motor vehicles (PFMA compliance). Monitor the maintenance and servicing of subsidized vehicles. Ensure that accidents are reported on time to the respective service providers. Submit monthly expenditure reports related to the mileage and fuel usage and ensure that claims are captured on time. Deal with all risk elements that affect usage of subsidized vehicles. Attendance of monthly meetings and provide feedback to the District team. Ensure that Performance Management System is executed.

ENQUIRIES
Ms Monica Sampson Tel No: (011) 355 1205

POST 28/73
ASSISTANT DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2019/08/15
Directorate: Dispute Management

SALARY
R376 596 per annum

CENTRE
Head Office

REQUIREMENTS
An appropriate, recognised 3-year National Diploma/Degree in Labour Relations or related field. Minimum of 3 years’ experience in Labour Relations. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.

DUTIES
Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute and grievances, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.

ENQUIRIES
Mr Patrick Selowa Tel No: (011) 355 1505

POST 28/74
ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: HO2019/08/16
Directorate: Internal Control

SALARY
R376 596 per annum
CENTRE: Head Office
REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree in Auditing/Accounting/ Internal Audit/ Risk Management/ Public Financial Management or related three year qualification plus minimum of 3 years’ experience within an audit/accounting/risk management and internal control environment. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver’s license is essential. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body; and / or; experience in internal and external audit projects will be an added advantage.

DUTIES: Coordinate the monitoring of financial compliance and facilitate assurance services. Maintain a register of all incidents of non-compliance and financial misconducts. Assist and support the director in implementing consequences management for financial misconduct. Monitor compliance with all financial laws and regulations. Action the in-detail testing of key financial controls in the department. Partake in the compilation of management reports on financial compliance matters. Conduct and the in-detail testing of key financial controls in the department. Conduct and supervise independent and objective assessments of internal controls, financial results, departmental processes and adherence to compliance requirements. Promote accounting and internal control requirements to management and process owners in the department. Assist in the provision of recommendations on improvements in procedures and systems in order to improve the internal control environment (maturity level) within the department. Coordinate internal and external audits and liaise with the AGSA, GAS, GPT and other stakeholders. Coordinate and monitor internal and external audit processes within the department. Liaise with management and collate and compile their responses with respect to all related audit requests. Follow up on management to ascertain that appropriate corrective measures are implemented. Coordinate the monitoring of the implementation of recommendations provided by oversight structures. Coordinate Loss Control in the department. Assist in the development and maintenance of policies and procedures on asset losses. Assist in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Monitor compliance against the Asset Loss policy. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Register all cases of asset losses and ensure that investigations are conducted. Conduct site visits and provide reports associated with these. Preserve and protect the integrity of all relevant data and case content for successful investigation and prosecution. Manage and develop staff. Identify training needs of subordinates and ensure that they attend relevant training interventions. Mentor and motivate subordinates. Conduct performance evaluations. Compile and submit reports on work activities.

ENQUIRIES: Ms Unity Zambane Tel No: (011) 843 6540

POST 28/75: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: TS2019/08/18
Sub Directorate: Transversal Human Resource Services
SALARY: R376 596 per annum
CENTRE: Tshwane South District

**DUTIES**

Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.

**ENQUIRIES**

Ms Margie Van Der Walt Tel No: (012) 401 6363

**POST 28/76**

**ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: GW2019/08/19**

Sub-Directorate: HR Transaction Services

**SALARY**

R376 596 per annum

**CENTRE**

Gauteng West District

**REQUIREMENTS**

An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or relevant three-year qualification plus minimum 3 years’ human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.

**DUTIES**

Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.

**ENQUIRIES**

Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)
POST 28/77 : ASSISTANT DIRECTOR: SCHOOL SAFE MANAGEMENT (X3 POSTS)
Directorate: School Safe Management

SALARY : R376 596 per annum
CENTRE : Johannesburg East District Ref No: JE2019/08/20
Ekurhuleni North District Ref No: EN2019/08/21
Gauteng North District Ref No: GN2019/08/22

REQUIREMENTS : An appropriate recognized three year National Diploma/Degree in Safety Management/ Security Management/ Policing/ or related three year qualification plus minimum of 3 years’ experience in the security management, law enforcement management, forensic investigations or disaster management at a supervisory level. Good communication and stakeholder liaison skills. Proven experience in School Safety Committees the development, promotion and implementation of School Safety Programmes as per GDE school safety strategy. A thorough knowledge of legislations and regulations in public education. Ability to work across multiple projects and programmes and capability to report verbally and in writing. A valid driver’s license.

DUTIES : Conduct safety awareness campaigns and address safety talks with school learners. Offer leadership in organizing behaviour camps for learners and manage school patroller programme. Undertake safety audits and monitor safety compliance in schools. Lead and coordinate substance abuse and road safety management to school learners in need thereof. Ability to communicate at all managerial levels. Organize and plan meetings, record and action the proceedings of strategic tasks into line function responsibilities as directed by the Director. Coordinate and track correspondence and tasks in the Directorate as may be required. Ability to compile submissions. Ability to compile and ensure that reports are received and sent out on time. Demonstrable ability to compile monthly and quarterly reports for the effective monitoring and tracking of activities within the Directorate and the District offices. Oversee office general management and supervise subordinates.

ENQUIRIES : Mr. Zondi Nkuna Tel No: (010) 600 6404

POST 28/78 : ASSISTANT DIRECTOR: IT PROJECT MANAGER REF NO: HO2019/08/23 (X2 POSTS)
Directorate: Institution IT Services Management

SALARY : R376 596 per annum (Plus Benefits)
CENTRE : Head Office, Johannesburg


DUTIES : Participate in the initiating and planning process for ICT projects in schools. Provide inputs in the development of resource plans and timelines to deliver against agreed ICT projects in schools. Develop and maintain ICT project stakeholder lists including contact details and email distribution lists. Maintain relationships. Provide support in all ICT project and business as usual activities in schools. Implement ICT Strategy and service delivery standards for to schools. Monitor project progress against the defined schedule and cost using project metrics used in the Department. Ensure that Principals account for all School allocated ICT Assets. Ensure that all issued laptops and tablets are always accounted for and well taken care of. Participate in the preparation of documents for school's ICT project closure. Ensure accurate record keeping, document and content management of all project documents. Support schools during the implementation of their changes for the duration of a pilot or warranty period. Participate in the facilitation of ICT training initiatives for schools. Together with the Project Manager, conduct ICT training for schools. Ensure correct delivery of any outsourcing of ICT training in schools. Liaise with training service providers to

**ENQUIRIES**
Ms Mechelle Brink Tel No: (083) 271 2901

**POST 28/79**
**ASSISTANT DIRECTOR: OFFICE SERVICE POOL REF NO: JC2019/08/24**
Sub Directorate: Finance and Administration

**SALARY**
R376 596 per annum

**CENTRE**
Johannesburg Central District

**REQUIREMENTS**

**DUTIES**
Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Waste paper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Ensure assistance with typing & data capturing. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.

**ENQUIRIES**
Mr. Linda Mabutho Tel No: (011) 983 2231

**POST 28/80**
**ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT: REF NO: JC2019/08/25**
Sub Directorate: Finance and Administration

**SALARY**
R376 596 per annum
CENTRE: Johannesburg Central District

REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree in Public Management / Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics plus minimum of 3 years’ experience in SCM at a supervisory level. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver’s license.

DUTIES: Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier’s office operates efficiently and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of subordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings.

ENQUIRIES: Mr. Linda Mabutho Tel No: (011) 983 2231

POST 28/81: ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: ES2019/08/26

Sub Directorate: Finance and Administration

SALARY: R376 596 per annum

CENTRE: Ekurhuleni South District

REQUIREMENTS: An appropriate, recognized three year National Diploma/Degree in Public Management / Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics plus minimum of 3 years’ experience in SCM at a supervisory level. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver’s license.

DUTIES: Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier’s office operates efficiently and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of subordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings.

ENQUIRIES: Mr. Xolani Kheswa Tel: (011) 389 6062
POST 28/82 : FINANCIAL SYSTEMS SPECIALIST REF NO: HO2019/08/27
Directorate: Management Accounting

SALARY : R376 596 per annum (Plus benefit)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree in Financial Information System/ Related three year qualification with minimum 3 years’ experience in Management Accounting. Knowledge of PFMA and Treasury Regulations. Applicable Prescripts such as Generally Accepted Accounting Practice, Financial Circulars. Government Budget Process. Basic Accounting System, PERSAL System, Reporting Procedures, and administration procedures relating to specific working environment including norms and standards. Computer literacy (MS Office Suite), communication, interpersonal relations, problem solving, analytical skills, planning and organizing, report writing, presentation skills, research and facilitation skills. A South African valid driver’s license.

DUTIES : Coordinate and facilitate the costing of personnel/compensation budget. Cost and project personnel costs. Prepare monthly analysis of personnel expenditure. Produce personnel information as required by Treasury. Liaise with the Chief Directorate: Transversal Human Resource Services and Gauteng Treasury regarding incorrect linkage of personnel on PERSAL. Verify accuracy on the captured establishment/structure and follow up discrepancies with THRS. Conduct research on finance related IT Infrastructure. Conduct desktop research on available systems and tools for budgeting and expenditure management. Liaise with IT on accounting systems to be developed for budgeting and expenditure management. Recommend and advise on new budgeting systems and tools to be developed. Monitor compliance on the implementation of the systems and tools. Design templates relating to budget and expenditure management. Design and update required templates for budget inputs and reporting inclusive of Budget Template, Analysis, Matlotlo, etc. Liaise with Provincial Treasury to design internal templates according to the latest budget guidelines/ required standards. Monitor the implementation of the financial template/s. Maintain and ensure compliance with Code Structure. Ensure that the code structure (SCOA) is always updated. Distribute updated code structure to offices to avoid misallocations. Ensure that SCOA is updated for the next financial year as per departmental and treasury’s requirements. Advice end-users on the Standard Charts of Accounts. Build and maintain relationship with stakeholders. Source and facilitate training sessions for officials. Update and communicate changes regarding the financial systems to clients. Liaise with Gauteng Treasury, National Departments and GDE on matters pertaining to financial systems and reporting.

ENQUIRIES : Ms Matshediso Kobe Tel No: (011) 355 0033

POST 28/83 : ASSISTANT DIRECTOR: COST CENTRE MANAGEMENT REF NO: HO2019/08/28
Directorate: Expenditure Management

SALARY : R376 596 per annum (Plus Benefit)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree in Accounting/Cost and Management Accounting or three year qualification plus minimum of 3 years’ experience in the financial management environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations. Financial Circulars (SCOA, Treasury Guidelines. Basic Accounting System, PERSAL System. Generally Accepted Accounting System. Government budget and expenditure process and reporting procedures. Computer literacy, communication skill, interpersonal relations, problem solving, analytical, planning, organizing, report writing and minutes taking skills.

DUTIES : Manage the preparation of cost centre original budget. Ensure timely submission of budget allocation to districts. Coordinate the preparation and costing of operational plans as per applicable prescripts. Ensure that cash flow projections and procurement plans are prepared and aligned to the indicative allocation. Provide advice and guidance during budget preparation of the department as per PFMA and applicable legislation. Perform quality assurance on the prepared
budget documents. Submit final cash flow projections and operational plans to the Deputy Director. Ensure safekeeping of original budget copies for record keeping and audit purpose. Manage the preparation of cost centres adjustment budget. Coordinate the preparation and submission of adjusted budget documents. Ensure that adjusted budget inputs are prepared as per applicable prescripts. Provide advice and guidance during adjustment budget preparation of the department as per PFMA and applicable legislation. Perform quality assurance on adjusted budget inputs. Submit adjusted budget inputs to the Deputy Director. Ensure safekeeping of adjusted budget copies for record keeping and audit purpose. Manage the capturing of original and adjustment budget on the Basic Accounting System (BAS). Coordinate the capturing of original and adjusted budget. Ensure that original and adjusted budget are captured as per approved allocation letters. Perform quality assurance on captured original and adjusted budget. Submit original and adjusted budget BAS Report to the Deputy Director. Ensure safekeeping of captured original and adjusted budget BAS Report for record keeping and audit purpose. Manage the analysis of expenditure and clearing of misallocations. Ensure that expenditure is in line with the operational plan and allocated budget. Coordinate the process of conducting analysis of expenditure. Perform quality assurance on prepared Expenditure Reports (Matlotlo reports). Advice and guide Business Units with the amendment of errors identified during the analysis report. Keep record of expenditure analysis reports. Manage the compilation and consolidation of financial reports. Provide advice and quality assurance to monthly expenditure reports and adhoc reports. Prepare a consolidated expenditure analysis monthly report and adhoc reports. Provide advice, guidance, and solutions to Business Units with expenditure related matters. Attend to audit queries. Present expenditure related reports and challenges to various forums. Coordinate the verification and submission of requisition forms (RLSO1). Ensure the verification of requisition forms before procurement process commence. Submit monthly and year end accruals and commitments. Provide advice and support on budget planning and expenditure management for cost centre. Advice and support Business Units with budget planning and expenditure management related matters. Provide inputs in drafting and maintenance of finance policies, processes and procedures, etc. Prepare and present budget and expenditure management reports to various forums. Maintain stakeholder relationships. Oversee the effective and efficient management of allocated financial, physical and human resources. Provide inputs in terms of the compilation of Sub component’s Budget. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Monitor, evaluate and report on the performance of the Unit. Monitor the utilization of Assets in the Unit.

ENQUIRIES: Ms Matshediso Kobe: Tel No. (011) 355 0033

DEPARTMENT OF E-GOVERNMENT

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. 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: All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

FOR ATTENTION: Mr. Themba Psungo, Human Resource Management.

CLOSING DATE: 16 August 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and
experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 28/84 : SENIOR ADMIN OFFICER- JUNIOR CONSULTANT BUSINESS INTELLIGENCE REF NO: REFS/004430
Directorate: Business Intelligence

SALARY : R316 791 per annum (Level 08) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 1-2 years’ relevant BI experience. The incumbent must have worked with and delivered a BI Implementation project. Relevant BI training or / and Certification or Applied Mathematics and Statistics will be an added advantage.
DUTIES : Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 698

POST 28/85 : PETTY CASH OFFICER REF NO: REFS/004429
Directorate: Financial Accounting

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a Finance related Certificate with a minimum of 1-2 years’ experience in a financial environment.
DUTIES : Render cashier services on behalf of the department. Monitoring and maintenance of Ledger accounts. File all captured batches per allocated batch number. Capturing and issuing of receipts for cash received in respect of gym fees, access card, etc. Banking of cash received within the reasonable time and filing of deposit slips and receipts accordingly. Issuing of petty cash advance and re-imbursement according to departmental policy and any other relevant legislations. Assist with other reporting functions within the unit.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980
DEPARTMENT OF HEALTH

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

ERRATUM: Kindly note that the post of Assistant Manager Nursing Speciality- PN B4 (Paediatrics) for Chris Hani Baragwanath Academic Hospital with Ref No: CHBAH 197 (X2 Posts) advertised in the Public Service Vacancy Circular 27 dated 26 July 2019, the requirements of the post has been amended as follows: Basic R425 qualification (i.e. Degree / diploma in Nursing) or equivalent Qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of Ten years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, at least Six (6) years of the period referred to above must be appropriate/recognizable experience in Paediatric Department after obtaining the one (1) year Post- basic qualification in Child Nursing Science, at least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Degree/diploma in Administration will be an added advantage. The applicants who previously applied are encouraged to re-apply if they still meet the requirements, and the closing date has been extended to 16 August 2019. We apologize for the inconvenience caused.

OTHER POSTS

POST 28/86 : HEAD CLINICAL UNIT (FAMILY MEDICINE GR1) REF NO: WRD001
Directorate: Family Medicine

SALARY : R1 728 807 per annum (All-inclusive package)
CENTRE : West Rand District Health - Region A
REQUIREMENTS : Must be in possession of MPRAX MED /MFAMMED/MCFP (SA)/ FCFP (SA)/MMED or equivalent. Registration with the health professions Council of South Africa (HPCSA) as a specialist Family Physician is mandatory. At least (3) three years’ experience post-registration as a specialist family Physician, strong clinical management and academic leadership Qualities. Extensive knowledge of the South African district health and primary health care (PHC) system. Extensive undergraduate and postgraduate teaching experience, including significant experience with supervision of post graduate research. At least three (3) relevant publication in peer-reviewed journals.

DUTIES : Co-ordinate the comprehensive medical services in the District. Implement quality improvement processes to address identified problems related to patient care and the health system, in consultation with other stakeholders. Ensure Family Physicians implement their own performance management and those of their subordinate’s medical officer, Family Medical, Registrars, etc. Participate in the District Management, especially supporting the District Management in the implementation of the District Health plan. In liaison with other stakeholders, provide leadership in the implementation of the Primary Health care re-engineering project, school health and ward base PHC outreach teams. Implementation and participate in a structured, continued professional programme to optimise the knowledge and skills of clinicians in the District (Medical interns, Medical officers, PHC Nurses and Registrations). Personally render medical services to patients in the District healthcare facilities and rotate through all service points. Participate in the commuted overtime in the District. Lead and participate in the undergraduate training programs of the department of family Medicine, University of Witwatersrand. Initiate, participate and conduct high quality primary care researches and publications, to improve quality clinical service. Perform any other duties as may be determined by the Director and /or the Head of the Clinical Department (family Medicine), southern Gauteng.

ENQUIRIES : Mr. Andrew Tiro Tel No: (011) 95304515
APPLICATIONS : should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740
NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process and background checks.

CLOSING DATE: 16 August 2019

POST 28/87: CLINICAL MANAGER GRADE 1 – 2 REF NO: WRD002
Directorate: Medical

SALARY: R1 173 900 – R1 342 230 per annum (excluding commuted overtime)

CENTRE: West Rand Health District

REQUIREMENTS: An appropriate qualification that allows for registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as a Medical Practitioner after registration with HPCSA in the Public Service. Management and research experience in Health will be added as an advantage. Strategic capability and leadership. Change management, planning and organising, client orientation and focus, people orientated. Independent decision-making and problem-solving skills and teamwork. Computer literacy. Good knowledge of applicable legislations, regulations and provincial policies. Ability to work smarter and under pressure.

DUTIES: Functioning as a Clinical Manager in a District Health Services. Provide and inspire clinical services to deliver quality care. Plan, manage, monitor and evaluate activities of all Medical and Allied services. Liaise with internal and external stakeholders related to patient care. Conduct clinical audits. Manage equipment planning. Participate in various clinical and non-clinical committees in the District. Analyse data, patient files and prepare reports for management and ensure adherence to clinical governance.

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

APPLICATIONS: should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process and background checks.

CLOSING DATE: 16 August 2019

POST 28/88: MEDICAL SPECIALIST (PAEDIATRICS AND CHILD HEALTH) REF NO: 01/24/07/19
Directorate Clinical Services

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

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Medical Degree (MBCHB) plus MMED (Pead) or FC Pead. Current registration with HPCSA as a Medical Specialist Paediatrics. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Ability and willingness to work closely other disciplines. The following will an added advantage: Current certificate in Paediatrics Advanced Life Support (PALS) and Neonatal Resuscitation Course.

DUTIES: Provision of 24-hour Paediatric Service. Management critically ill patients in Neonatal ICU. Participate in Commuted overtime. Supervision and training of Medical Officer, Community Service Medical officer and undergraduate students. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to Bronkhorspruit District Hospital. Assist the Clinical Head with Administrative responsibilities. Provision of quality and cost-effective service in keeping with Batho Pele Principles. Assist the Clinical Head to ensure that the Department is compliant to the National Core standard and LEAN Management Principles. Preform Clinical Audits. Participate in conducting
Morbidity and Mortality (M&M), Academic and Perinatal meetings with the Obstetricians.

ENQUIRIES : Dr K. Lubisi Tel No: 012 842 0960
APPLICATIONS : should be submitted to Human Resource, Mamelodi Regional Hospital, Private Bag X0032, PO Box Rethabile, Mamelodi East 0122 or hand deliver to 19472 Cnr Serapeng Street and Tsamaya Road, Mamelodi East

NOTE : 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 Z83 form with a C.V, certified copies of ID. Proof of HPCSA Registration and Grade 12, Academic Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes.

CLOSING DATE : 16 August 2019

POST 28/89 : MEDICAL SPECIALIST GR1 – 3 (FAMILY MEDICINE) REF NO: WRD003

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All-inclusive package consists of structuring your package in terms of applicable rules. Other Benefits includes Commuted overtime and other Conditions of Services such as Leave etc. The incumbent in the post would be required to enter into performance contract for commuted overtime.

CENTRE : West Rand Health District

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Family Medicine specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Experience: Medical Specialist Grade 1: No experience required Medical Specialist, Grade 2: Further to the minimum requirements stated above, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty Medical Specialist, Grade 3: Further to the minimum requirements stated above, the appointment to a Grade 3 requires 10 year’s registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision-making qualities. Knowledge of current Health Legislation and Public Service Policies.

DUTIES : Provide specialist care to patients requiring services within your specific domain. Provide Specialist care in the outpatient clinic. Provide after-hours coverage in the relevant department and ensure continuous clinical support to junior staff. Provide training to undergraduate and post graduate medical students and support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care in District Hospitals and Facilities. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in PHC. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to Family Medicine Unit. Manage human resources at disposal. Support WBOT and Ideal Clinic Realization.

ENQUIRIES : Mr A.M. Tiro Tel No: (011) 953 4515/6
APPLICATIONS : should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740

NOTE : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process and background checks.

CLOSING DATE : 16 August 2019
POST 28/90 : MEDICAL SPECIALIST PAEDIATRICS: GRADE 1-3: REF NO: MSPEC/PAED/07/19
Directorate: Paediatrics

SALARY : Grade 1: R1 106 040 per annum (all inclusive)
Grade 2: R1 264 623 per annum (all inclusive)
Grade 3: R1 467 651 per annum (all inclusive)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Specialist in Paediatrics (MMed (Paed) and/or FC Paed (SA)). Current registration with HPCSA as Specialist Paediatrician. Appropriate knowledge and experience as a Paediatrician with good verbal and written communication skills. Recommendation: Registration as Paediatric Intensivist or as Neonatologist with the HPCSA.

DUTIES : Establishment of- and service rendering in a Paediatric Intensive Care Unit. Management of critically ill patients in PICU and NICU. Participate in commuted overtime in Neonatology as well as General Paediatrics. Supervision and training of undergraduate and postgraduate students and participation in research as required by the University of Pretoria. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality, cost effective service in keeping with Batho Pele Principles. Assist the HOD and ensure that the Department is compliant to National Core Standards and LEAN Management principles. Perform clinical audits. Participate in conducting morbidity and mortality meetings (M&M).

ENQUIRIES : Prof. T. Avenant Tel No: (012) 373-1009

APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.

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). 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. Medical surveillance will be conducted on the recommended applicants, 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 n interviews on the date, time and place determined by the Department.

CLOSING DATE : 19 August 2019

POST 28/91 : ASSISTANT MANAGER NURSING (SPECIALITY) GRADE 1 REF NO: REFS/004388
Directorate: Nursing Maternity (area of supervision)

SALARY : R614 991 – R692 166 per annum

CENTRE : Odi District Hospital

REQUIREMENTS : Basic R425 qualification (i.e. D4 Diploma/ degree in nursing or equivalent) and basic R254 (Midwifery) qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Advanced Midwifery. A minimum of ten years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least six years of the period referred above must be appropriate/ recognizable experience in Advanced Midwifery nursing after obtaining the 1 year post basic qualification in the Maternity Area. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Qualification in Management and Administration will be required.
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) 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 professional scope of practice and standard as determined by the relevant health facility. Demonstrate a basic understanding of the legislative framework governing the Public Service. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit 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 services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES: Ms. S.J Boshoman Tel No: (012) 725 2312/2304

APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane,0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old.

CLOSING DATE: 16 August 2019

POST 28/92: ASSISTANT MANAGER (SPECIALTY) ADVANCED MIDWIFERY REF NO: SEB-ASD/SP/07

Directorate: Nursing

SALARY: R614 991 per annum

CENTRE: Sebokeng Hospital

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic nursing qualification with during of one year, accredited with the SANC in Advanced Midwifery and Neonatal Science Nursing in terms of R212. NB A Diploma/Degree in Nursing. Administration will be an advantage. Current registration with SANC as Professional Nurse and Midwife. A minimum of 10 years appropriate, recognizable experience in nursing after registration as Professional Nurse and Midwife. At least 6 years of the above period should be appropriate/recognizable experience in Advanced Midwifery after obtaining the one-year Diploma in Advanced Midwifery and Neonatal Science Nursing (less one year from experience for candidates appointed form outside the Public Service after complying with registration requirements) At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competency/skills: Supervisory, problem solving, conflict resolution and interpersonal skill. Leadership: communication skills and computer literacy, knowledge of nursing legislation and related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public Sector Policies and protocols. Human Resources and Financial Management. Knowledge of UPFS billing forms, HIS performance indicators related to Obstetrics and Gynecology.

DUTIES: Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in the formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations related to nursing care. Provide effective support and management of human financial and material resources. Manage staff performance, training and personal development of self and subordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of
service delivery. Execute after hours and weekend duty as scheduled. Prepared to do shift.

ENQUIRIES: Mr. SJK Sejeng Tel No: (016) 930 3302
APPLICATIONS: should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE: 16 August 2019

POST 28/93: ASSISTANT MANAGER AREA NURSING SPECIALTY: (DAY & NIGHT) OBSTETRICS & GYNAE
Directorate: Health

SALARY: R614 991- R692 166 per annum
CENTRE: Pholosong Hospital
REQUIREMENTS: SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. 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 in the specific specialty. At least 3 years of the period referred to above must be appropriate recognizable experience at management level.

DUTIES: Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Public service regulation and Labour Relations Act. Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Occupational Health and Safety Health, Public Service regulation and Labour Relations Act. Demonstrate an in depth understanding of nursing legislation and related and ethical practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team/ unit in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an understanding of HR and Financial policies and practices. Demonstrate effective communication with parents, patients, supervisors, other health professionals and junior colleagues, including more complex, writing when required. Work effectively and amicably at supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to develop a contract, build and maintain a network of professional relates in order to enhance service delivery. Computer literacy (Ms Word or Excel)

ENQUIRIES: Ms KF Mabuza, Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 16 August 2019

POST 28/94: OPERATIONAL MANAGER NURSING (SPECIALTY) GRADE 1 REF NO: REFS/004390
Directorate: Nursing Orthopaedic/ Trauma and Emergency Nursing

SALARY: R562 800 – R633 432 per annum
CENTRE: Odi District Hospital
REQUIREMENTS: Basic R425 qualification (i.e. D4 Diploma/ degree in nursing or equivalent) and basic R212 (Orthopaedic/ Trauma and Emergency Nursing Diploma) qualification
that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Trauma/Orthopaedic. A minimum of nine years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least five years of the period referred above must be appropriate/recognizable experience in Trauma/Orthopaedic nursing after obtaining the 1 year post basic qualification. Qualification in Management and Administration will be an added advantage.

**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) 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 professional scope of practice and standard as determined by the relevant health facility. Demonstrate a basic understanding of the HR and Financial policies and practices. Demonstrate effect communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit 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 services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**

Ms. S.J Boshoman Tel No: (012) 725 2312 /2304

**APPLICATIONS**

Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

**NOTE**

Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old.

**CLOSING DATE**

16 August 2019

**POST 28/95**

OPERATIONAL MANAGER REF NO: NURSING 10/2019 (X1 POST)

Directorate: Nursing Services (Gynaecology)
(This is a re-advertisement. All candidates must re-apply)

**SALARY**

R444 276 per annum (Plus Benefits)

**CENTRE**

Kopanong Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Candidate must have a Diploma in Midwifery (R254). Candidate must have a minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Proof of current registration with the South African Nursing Council must be attached. The candidate should have worked in Gynae ward for at least one year. Candidate must have insight into the procedures and policies pertaining to nursing care. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Candidate must be able to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Know administrative policies and guidelines and be computer literate.

**DUTIES**

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

**ENQUIRIES**
Ms M. E. Polo Tel No: (016) 428 7130  
**APPLICATIONS**
must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

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

**CLOSING DATE**
16 August 2019

**POST 28/96**
PROFESSIONAL NURSE (SPECIALTY NURSING) THEATRE REF NO: SEB- 
PN/SP/09 (X2 POSTS)  
Directorate: Nursing

**SALARY**
R383 226 per annum

**CENTRE**
Sebokeng Hospital

**REQUIREMENTS**
Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent 
qualification that allows registration with the South African Nursing Council (SANC) 
as professional Nurse and Midwife. Registration with SANC as Professional Nurse 
and proof of current registration. A post basic nursing qualification with duration of 
at least one year, accredited with the SANC in one of the specialties referred to in 
the glossary of terms (operating nursing science). A minimum of 4 year 
appropriate/recognizable experience in Nursing after registration as Professional 
Nurse with the SANC in General Nursing. (Less one year from experience for 
candidates appointed from outside the public service after complying with 
registration requirements).

**DUTIES**
Provision of quality clinical nursing car in area of specialty within legal and ethical 
framework. Implement cost-containment measures to ensure efficient utilization of 
human material and financial resources.

**ENQUIRIES**
Mr. SJK Sejeng Tel No: (016) 930 3302

**APPLICATIONS**
shall be send by courier or hand delivered to Sebokeng Hospital, the HR 
Department, Mosheshoe Street, Sebokeng, 1983.

**NOTE**
Applications must be submitted on form Z83 obtainable from any Public Service 
Department or on the internet at www.dpsa.gov.za/documents. The completed and 
signed form should be accompanied by a recent updated CV as well as certified 
copies of all qualification and ID document (no copies of certified copies allowed. 
Certification should not be more than 3 months old). Failure to submit all the 
requested documents will result in the application not being considered. 
Correspondence will be limited to short-listed candidates only if you have not been 
contacted within three (3) months after the closing please accept that your 
application was unsuccessful. People with disabilities are encouraged to apply. 
Recommended candidates will be subjected to medical assessment.

**CLOSING DATE**
16 August 2019

**POST 28/97**
DIETITIAN PRODUCTION GRADE 1 REF NO: 02/24/07/19  
Directorate: Human Nutrition and Dietetics

**SALARY**
R317 976 - R361 872 per annum (plus benefit)

**CENTRE**
Mamelodi Regional Hospital

**REQUIREMENTS**
The candidate must be a qualified Dietitian, currently registered with HPCSA as 
dietitian, candidate must have B Nutrition or BSc Dietitian degree, finished one-
year community service Dietetics. The candidate must be able to demonstrate a 
good clinical knowledge in human nutrition and associated with therapeutic 
nutrition and food service management intervention. The candidate must have 
good professional attitude / conduct, good communication skills, team work ability 
and good professional ethics and be able to work under pressure.

**DUTIES**
The Candidate Should be Able To Render Optimum to in and out patients in all 
units to ensure training and education for all categories of health professionals as 
well as dietetics student training, health promotion, implementation and
coordination of health days and also be able to perform therapeutic management duties coordinate clinical nutrition and food service management, order feeds, to be other duties assigned by department manager, implement and monitor quality assurance and national core standards. Administrative accountability through keeping statistics and effective recordkeeping as prescribed. Must be able to function in a multidisciplinary team and adhering to the public financial management act.

ENQUIRIES
Mrs. A.M Ramodipa Tel No: (012) 841 8417

APPLICATIONS
must be admitted to: Mamelodi Regional Hospital, Human Resource department, or posted to Private Bag X0032, PO Rethabile, 0122.

NOTE
Applications must be submitted on a z83 form, certified copies of ID and qualification to be attached. Suitable candidates will be subject to security screening and vetting process. Successful will undergo a medical surveillance.

CLOSING DATE
16 August 2019

POST 28/98
MEDICAL TECHNOLOGIST (GRADE 1-3) REF NO: 03/24/07/19
Directorate: Clinical Services

SALARY
Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum

CENTRE
Mamelodi Regional Hospital

REQUIREMENTS
National Diploma in Medical Technology/ Degree in Biotechnology. Registration with the HPCSA as Medical Technology and proof of current registration. Three (3) Six (6) Years post qualification and experience in a diagnostic laboratory. Knowledge of relevant laboratory processes and procedures. Assertiveness; Good interpersonal skills. Basic understanding of finance. General management, communication, Analytical and computer skill.

DUTIES
Screening of laboratory, blood and blood products request to minimize inefficiencies. Assisting in aligning NHLS & SANBS accounts to the facility units/wards cost centres. Monthly verification of both the NHLS and SANBS invoice. Compiling monthly trend analysis report on hospital usage of blood, blood products and NHLS tests. Providing hospital management with monthly trend analysis reports on laboratory, blood and blood products usage. Intercept tests where insufficient data has been supplied on the request forms. Facilitating regular uploading of laboratory of clinician’s details onto the NHLS Laboratory Information System. Liaising with district laboratory coordinator/s to arrange trainings on gaps identified at hospital/s on laboratory and blood related matters. Implementing of data reporting tools to ensure that service is efficiently used. Assist in the maintenance of hospital blood gas machine and the SANBS emergency fringe. Compiling and reporting monthly EGK savings.

ENQUIRIES
Dr M Thoabala Tel No: (012) 841 8305

APPLICATIONS
must be admitted to: Mamelodi Regional Hospital, Human Resource department, or posted to Private Bag X0032, PO Rethabile, 0122.

NOTE
Applications must be submitted on a z83 form, certified copies of ID and qualification to be attached. Suitable candidates will be subject to security screening and vetting process. Successful will undergo a medical surveillance.

CLOSING DATE
16 August 2019

POST 28/99
HEALTH INFORMATION OFFICER REF NO: EHD2019/07/33
Directorate: Primary Health Care

SALARY
R257 508 – R303 339 per annum (plus benefits)

CENTRE
Ekurhuleni Health District (SSDR)

REQUIREMENTS
Grade 12 certificate with minimum of five (05) years’ experience in District Health Information System or National Diploma/Degree with minimum of three (03) years’ experience in District Health Information System. A self-starter who can work independently. Advanced leadership and management abilities. A good track record in District Health Information System. Computer literacy. Driver’s License is essential. Recommendations: Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in the public-sector
management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated.

DUTIES
Support and maintenance of all databases in the health information of all the Clinics in the Sub-district such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS policy. Facilitate/coordinate development, implementation, integration and quality improvement of information system to monitor all data and programme related policies. Produce and generate reports as requested. Manage sub-district data capturers. Support facility staff with Health information related issues. Do facility audits; Facilitate training pertaining to Health Information and Monitoring & Evaluation. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES
Ms N. Ndou Tel No: (011) 878-8550

APPLICATIONS
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION
Human Resource Manager

NOTE
Applicants will need to do a computer test first during the interview and only the applicants with the highest scores will continue to an interview. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE
16 August 2019

POST 28/100
ADMINISTRATIVE OFFICER REF NO: SEB-AO-03 (X1 POST)
Directorate: Support

SALARY
R257 508 per annum (plus benefits)

CENTRE
Sebokeng Hospital

REQUIREMENTS
Grade 12 or equivalent qualification with 5 years’ administrative experience in Public Service Health System. Knowledge of Healthcare Waste Management and OHS and Labour Relations and Code of Conduct Procedures. Must have excellent communication skills and interpersonal relationship skills. Computer Literacy. Ability to function independently and under pressure. Knowledge and understanding of legislative framework governing the public service.

DUTIES
Supervision of Support Service (Cleaning service, Housekeeping and Gardening services). Ensure adherence to departmental Policies and Procedures. Provide Leadership in the Support Service. To render PMDS of Supervisors and staff. Facilitate service delivery to all departments and public by way of planning, training and regular departmental meetings. Ensure that SLA’s are obtained and maintained from/by service providers working hand in hand with Assets department. Conduct daily inspections on cleanliness of departments, also check attendance registers and monitor all leave of subordinates (adherence to leave plans). Lead and assist with duty rosters and allocation. Do walk about/ Gemba walk on daily basis and apply corrective measures. Training needs analysis of support Staff should be compiled and be submitted to HRD. Execution of any other duties related to the Support Service Departments as instructed by the supervisor. Attend the following meetings: Infection Control, Healthcare Waste, OHS and Risk management meetings, as well as Regional Meetings and workshops as instructed by the supervisor.

ENQUIRIES
Mr. R Setai Tel No: (016) 930 3354

APPLICATIONS
should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.

NOTE
Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications 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. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.
CLOSING DATE : 16 August 2019

POST 28/101 : SUPERVISOR FINANCE CLERK REF NO: SEB-SFC-O5 (X1 POST)
Directorate: Finance

SALARY : R257 508 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Grade 12 certificate Equivalent with appropriate experience of at least 3 to 5 years. Sound Knowledge of UPFS, PFMA, Treasury regulation, BAS and SAP. Good communication skills, Good interpersonal relations, Problem-solving skills, Attention to detail.

DUTIES : Manage implementation of UPFS around the hospital, Supervise and Manage Interim Billing team. Ensure that UPFS charge sheet is used in all relevant departments, identify billable in-patients in all the wards and compile statistics for liable patients. Attach ICD 10 codes to all in-patients. Ensure that correct Procedure codes are used on all billable patients. Ensure that the bill is finalized and submitted when the patient is discharged. Ensure that self-funded patients are issued with proforma invoices on discharge. Ensure that pre-authorization, authorization and confirmation procedures are adhered to for all externally funded patients. Attend hospital and Finance management meetings. Quality check and Audit all patients invoices on daily basis. Compile statistics for the patients billed and follow-up outstanding files. Training and development of staff. Monthly Billing Report.

ENQUIRIES : Mr M Mateba Tel No: (016) 930 3153
APPLICATIONS : should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.

NOTE : Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications 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. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.

CLOSING DATE : 16 August 2019

POST 28/102 : PROFESSIONAL NURSE GR1-GR2 (WBOT) REF NO: 004428 (X1 POST)
Directorate: Nursing

SALARY : Grade 1: R256 905 - R297 825 per annum (plus benefits)
Grade 2: R315 963 - R362 865 per annum (plus benefits)
(NB: salary will be determined in line with OSD Resolution)
CENTRE : West Rand District Health - Region A (Randfontein Sub District)
REQUIREMENTS : Professional Nurse, (i.e. Diploma/Degree in nursing) with a Post Basic Nursing Education and registration with SANC, added qualification in Clinical Nursing Science (health assessment, treatment and care) or Community Nursing, should be willing to work in the community and have a valid driver’s license. Proof of current registration with SANC, 5years experience working in the PHC setting. Have knowledge of Ward Based PHC Outreach Team. Should have good verbal and written communication skills and computer literacy, Able to work strict time frames.

DUTIES : Rollout WBOT plan to all identified areas and attend monthly meetings. Training, Assessment, marking and moderation of outreach team leaders (OTLs) and community health workers CHWs. Manage, supervise, collate, verify and write the reports and regular supportive visits to teams. Order material and managing resources allocated to the sub district for ward- based outreach teams. Facilitate collaboration with other relevant stakeholders/ Partners/ NGOs (Ntirhisano War Room). Report to the area managers and WBOT coordinators.

ENQUIRIES : Ms. Maponyane Nthabiseng/ Ms Lefakane Shereen Tel No: (011) 953 4515
APPLICATIONS: should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. The incumbent will be subject to a pre-screening process.

CLOSING DATE: 16 August 2019

POST 28/103: POST BASIC PHARMACIST ASSISTANT REF NO: KPTH / PBPA/07/19
Directorate: Kalafong Provincial Tertiary Hospital Pharmacy

SALARY: R208 383 – R234 738 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12, Post Basic Pharmacist's Assistant qualification, registered with the South African Pharmacy Council (SAPC). Proof of current registration with SAPC. Appropriate post registration experience will be an added advantage. Good interpersonal skills, ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public service legislation, communication skills (written / verbal). Mathematical skills and Computer literacy.

DUTIES: Perform all duties falling within the scope of practice of Post Basic Pharmacist's Assistant under direct supervision of a Pharmacist, including but not limited to the following: Assist with the manufacturing of non-sterile or sterile medicine according to formulas and SOPs. Re-packaging of medicines. Distribution and control of medicines. Reading and preparation of a prescription. Selection, labelling and supply of medicine in an appropriate container following the interpretation and evaluation of a prescription. Stock control and management, including ordering, receipt, storage and distribution of medicines according to legislation. Dispensing of medicines and providing information, education and counseling of patients to promote health.

ENQUIRIES: Ms M Mayayise Tel No: (012) 318 6839

APPLICATIONS: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.

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 three 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. Medical surveillance will be conducted on the recommended applicants, 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. 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 Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 19 August 2019
POST 28/104:  
**STAFF NURSE REF NO: 004376**  
Directorate: Nursing

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

**CENTRE**:  
West Rand District Health - Region A (Randfontein Sub-District)

**REQUIREMENTS**:  
Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. At least 3 years’ experience required after registration with the SANC as Staff Nurse. A Valid driver’s license is a must (Candidates will be subject to a driver’s test on the day of interview).

**DUTIES**:  
Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate basic communication with patients, community members, supervisors and clinicians. Willing to work in the community doing outreach services including managing, supervising, mentoring and coaching community health workers. Ability to compile and submit weekly and monthly WBOT reports. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.

**ENQUIRIES**:  
Ms N Maponyane/Ms S Lefakane  
Tel No: (011) 953 4515

**APPLICATIONS**:  
should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.  
NB: The incumbent will be subject to a pre-screening process.

**NOTE**:  
Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.

**CLOSING DATE**:  
12 August 2019

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POST 28/105:  
**DENTAL ASSISTANT GRADE I OR II REF NO: UPOHC/0003**  
Directorate: Periodontics and Oral Medicine

**SALARY**:  
R168 429 – R230 238 per annum (Plus benefits)

**CENTRE**:  
University of Pretoria Oral Health Centre

**REQUIREMENTS**:  
Grade 12 certificate or equivalent qualification. Registration with HPCSA as a Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Ability to work in a team and under pressure, self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various level in the organization. Computer literacy will be an added advantage.

**DUTIES**:  

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

**APPLICATIONS**:  
Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.

**NOTE**:  
Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if...
you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**

: 19 August 2019

**POST 28/106**

: **FOOD SERVICE SUPERVISOR REF NO: 11/2019 (X1 POST)**

Directorate: Food Service

**SALARY**

: R145 281 per annum (plus benefits)

**CENTRE**

: Kopanong Hospital

**REQUIREMENTS**

: Grade 12 plus five years’ experience in a food service unit, in a clinical environment (hospital). A Diploma or Certificate in Hospitality Services / Catering N4 – N6 will be an added advantage. Candidate must have a sound knowledge of Food Service Supervision. Candidate will be working shifts, weekends and public holidays. Skills and abilities: Food preparation skills, excellent interpersonal qualities, enthusiasm and sense of humour, assertiveness, ability to maintain good human relations, excellent written and verbal communication skills, effective team working and organizing skills, problem solving, computer skills, ability to work independently and as part of a team and high motivation level.

**DUTIES**

: Process statistics and keep records as well as order, receipt, storage and issue all food provisions and stock in the Food Service Unit. Supervise food preparation and production of all normal and therapeutic diets. Supervise the weighing, dishing up and distribution of food to the wards. Supervise hygiene and safety, use and maintenance of equipment. Ensure adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial and do stock control.

**ENQUIRIES**

: MS M V/der Merwe Tel No: (016) 428 7207

**APPLICATIONS**

: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE**

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

**CLOSING DATE**

: 16 August 2019

**POST 28/107**

: **DRIVER REF NO: 004374 (X2 POSTS)**

Directorate: Admin & Support

**SALARY**

: R145 281 per annum (plus benefits)

**CENTRE**

: West Rand District Health- Region – A (Mogale Sub-District)

**REQUIREMENTS**

: Grade 10 or ABET or 12 months' experience. A valid code 10 driver's license with PDP (willing to renew PDP at own expense). Knowledge of Government Fleet and transport policies. Excellent time management and ability to adhere to a schedule. Good communication skills. Candidates will be tested on the day of interview.

**DUTIES**

: Follow procedures to operate motor vehicles. Obtain trip authorities, complete log books of motor vehicles prescribed by legislation/policy. Obtain consumables and obtain basic services. Inspecting vehicles and reporting faults to transport manager timely check level and conditions of fuel, oil, tires and water of vehicles. Perform messenger functions and routine office support functions as well as registry functions. Assist with loading and offloading of goods. Promote proper handling, safekeeping and control of vehicles.

**ENQUIRIES**

: Mr. Morake P/Ms Molelowatladi Tel No: (011) 953-1515

**APPLICATIONS**

: should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.

**NOTE**

: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. The incumbent will be subject to a pre-screening process.

**CLOSING DATE**

: 16 August 2019

66
POST 28/108 : CLEANER REF NO: 004375  
Directorate: Admin & Support

SALARY : R102 534 per annum (plus benefits)
CENTRE : West Rand District Health- Region – A (Mogale Sub-District)
REQUIREMENTS : Grade 10 or Abet & cleaning experience. Possess good communication skills; be able to work shifts, including weekends & public holidays. Be able to rotate when required. Honest & reliable, possess physical strength & able to cope with physical demands of the position. Be able to work in a team.
DUTIES : Cleaning of facilities; offices; toilets; passages & waiting areas. Dust, was, scrub & polish floor, walls; windows; side walls etc. Clean equipment; clean and was dustbins & remove waste & adhere to Health Waste Management policy. Operate heavy duty cleaning machines. Be able to rotate within the scope of work & assist in laundry duties.
ENQUIRIES : Mr. Morake P/Ms Molelowatladi T  
Tel No: (011) 953-1515
APPLICATIONS : should be hand delivered to West Rand District Health, Cnr. Vlei & Luipaard street Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.
NOTE : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. The incumbent will be subject to a pre-screening process.
CLOSING DATE : 16 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 30 August 2019, 12H00 No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 28/109 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT AND ACCOUNTING REF NO: REFS/004417
SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Sedibeng Region – Meyerton Regional Office
DUTIES : Budgeting: Consolidate capital and operational budget inputs for Annual and Adjustment budget. Prepare inputs for the Annual Business Plan for the region. Take part in the preparation of Annual Budget and ensure that it is aligned to planned targets. Manage the loading of budget on HSS. Manage expenditure by ensuring quality control on the updated details Commitment register. Identify and unblock challenges regarding systems, i.e Claim Management System (CMS) and Housing Subsidy System (HSS) for the region. Financial Management: Provide financial management and oversight functions within the region. Facilitate strategic
and operational planning within the region. Ensure sound administration and coordination across the region and adequate programme liaison with stakeholders. Promote efficient information management and processing, planning and reporting, and compliance monitoring within the region. People Management. Reporting: Report on cost control measures, update on state of Finances. Compile financial reports on weekly, monthly and quarterly basis. Legislative Framework: Apply the provisions of the Division of Revenue Act and other relevant legislation pertaining to grants, Intergovernmental fiscal system, budget process, transfers and conditional grants. Good knowledge of general financial management, uniform norms and standards, Expert working knowledge of the PFMA and regulations, Provide comments on the Division of Revenue Act and analysis of information.

ENQUIRIES  
Ms Esther Dlamini  
Tel No: (016) 360 - 7700

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  
16 August 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. Note: 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. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. 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.

ERRATUM: Kindly note that the post of Director: Intergovernmental Relations with Ref No: 004336 advertised in Public Service Vacancy Circular 26 dated 19 July 2019, the correct requirements for the post is 5 years’ relevant functional experience in the Middle Management level position at least 3 years in the public-sector environment and the closing date has been extended to 13 August 2019. The Gauteng Office of the Premier would like to apologies for the inconvenience caused.
MANAGEMENT ECHELON

POST 28/110 : CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 004431
Chief Directorate: Monitoring and Evaluation

SALARY : R1 251 183 – R1 495 956 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor degree and a post graduate qualification in Strategy, Monitoring and Evaluation or Public Administration. At least 5 years’ experience in the public-sector environment, good understanding of government priorities. Extensive experience in strategic planning, information management and monitoring. Strong strategic, leadership, people and general management skill and proven experience. Strong information management and project management skills.

DUTIES : The incumbent will be responsible for the development, implementation and monitoring of the Office of the Premier’s strategic planning framework including the Five-year strategic plan, and annual performance plan. Provide strategic and operational support and advice to the Director General and Executive Management Team. The successful incumbent will further be expected to: Ensuring uniformity in terms of operational and business planning frameworks in the Office of the Premier. Development, coordination and monitoring the service delivery improvement plan for the Office of the Premier. Develop, implement and oversee the monitoring and evaluation systems for the Office of the Premier (linked to the broader GPG Monitoring and Evaluation Systems). Monitor and evaluate reports on key strategic areas of the department (including strategic information coordination). Monthly and quarterly reporting to oversight bodies such as Legislature, OCPOL, SCOPA, Medium Term Expenditure Committee (MTEC), Audit Committee, Executive Management Team and Broad Management Team. Establishment, roll out, management and evaluation of an organizational performance management system for the Office of the Premier. Develop and implement the systems for ensuring continuous improvement of organisational performance. Identify and prioritise and changes required to the knowledge management systems. Formulate policies and procedures. Management strategic projects on behalf of the Director General.

ENQUIRIES : Ms Gugulethu Mdhluli Tel No: (011) 355-6178

POST 28/111 : DIRECTOR: LABOUR RELATIONS REF NO: 004432
Directorate: Labour Relations

SALARY : R1 057 326 – R1 245 495 (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : A 3-4-year Bachelor’s degree in Labour Law or relevant academic discipline. 5-10 years’ experience in Middle Management position with proven managerial skills. Competences needed: Strategic capability and leadership, demonstrable Policy development and analysis knowledge. Good conceptual and analytic skills. Problem-solving, Communication (written and verbal), Financial, Programme and project management, Change management, Facilitation and presentation skills. Excellent negotiating skills. Planning and organising skills. Human Resource Management.

DUTIES : As part of the senior management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/ or coordination of the following functions: Manage the Directorate: Labour Relations. Provide strategic direction and operational leadership in relation to Labour Relations to the Gauteng Provincial Government (GPG) Departments. Develop and implement Labour Relations strategies and policies for GPG. Represent the Employer in the judicial matters. Manage the collective bargaining process in GPG. Maintain and ensure compliance with legislative framework. Ensure that Employee Relations matters are handled in line with the relevant prescripts. Provide Labour Relations advice to GPG departments. Coordinate and lead Labour Relations Forum in GPG. Report all Labour Relations cases to the relevant stakeholders. Ensure compliance and maintain discipline in (GPG) and the analyse labour relations trends. Develop monthly and quarterly performance reports.

ENQUIRIES : Ms Gugulethu Mdhluli Tel No: (011) 355-6178
OTHER POSTS

POST 28/112 : DEPUTY DIRECTOR: SERVICE DELIVERY MONITORING MONITORING REF NO: 004402
Directorate: Service Delivery Monitoring

SALARY : R733 257 – R863 748 per annum (plus all-inclusive remuneration package).
CENTRE : Johannesburg
REQUIREMENTS : A 3-year Bachelor’s degree in Social Sciences or equivalent. A minimum of 6 years’ relevant experience of which at least 3 should be in a government environment at a junior managerial level. Must have good understanding of government across the three spheres. Strong leadership and interpersonal skills. Problem solving and analytical skills. Must have excellent communication, project management, organising and planning skills.

DUTIES : The successful candidate will be responsible for supporting the coordination, management and effective implementation of an intergovernmental Direct Service Delivery Monitoring and Outreach Programmes. Participate in the development and maintenance of monitoring and reporting systems, tools and guidelines. Set up teams and provide leadership in the monitoring of identified sites. Ensure timeous development of monthly, quarterly and annual reports. Develop feedback reports to management of sites that have been monitored and jointly (with management) develop improvements plan. Develop annual programmes for monitoring of frontline service delivery sites. Develop and maintain tracking systems and databases of monitoring visits and monitoring reports. Identify sites exhibiting best practice and facilitate the documentation of such. Develop interventions to improve performance in under-performing sites. Conduct onsite verification of projects and work closely with the National Department of Planning Monitoring and Evaluation, other government departments and relevant stakeholder.

ENQUIRES : Ms Matete Mphahlele Tel No: (011) 355-6030

POST 28/113 : ASSITANT DIRECTOR: CONTRACTS AND TENDER ADMINISTRATION REF
NO: 004395
Directorate: Supply Chain Management

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor’s Degree in Finance related field (Logistics Management, Accounting, Cost and Management Accounting) and 3-4 years’ experience at a Senior Practitioner post in Supply Chain Management in relation to tenders, contracts and DAC secretariat services. Sound knowledge of government procurement, supply chain management procedures and policies i.e. SCM, PPPFA, PFMA and Treasury Regulations. Sound knowledge of financial legislation governing procurement of goods and services such as GPG, SCM Policy, PFMA, Treasury Regulations, knowledge of PPPFA in relation to Vendor Management and development. Customer Relation Management, Procurement Delegation and Financial Management will be an advantage. Advance computer literacy, good interpersonal/people skills, communication (written and verbal), general management and business insight and ability to mentor and coach staff will be a necessity.

DUTIES : Assist with the monitoring of compliance with regards to policies, procedures and approved sourcing framework. Ensure that practitioners process all procurement requests in accordance with and in adherence to Procurement Policies and procedures as well as in accordance with the PFMA and ensure that proper records of all contracts, DAC and Tenders are kept and maintained by contracts and tender administration practitioners for purposes of accountability. Ensure legislative and policy compliance of tendering processes within the department. Develop a monitoring and evaluation system to track conversion of plans into contracts; manage, coordinate and direct the implementation of an appropriate tendering business processes. Improve the turnarounds times for processing of tenders while at the same time ensuring compliance to legislative and policy requirements. Managing and Monitoring of all current Contracts in OOP. Attend all
DAC meetings as per dates set on DAC calendar for the year. Ensure that Agenda for upcoming meeting is prepared as per requirements. Ensure meeting files are correctly compiled by DAC assistant and sent out timeously to members for meetings. Initiate the Tender process for all Office of the Premier’s tenders. Manage and monitor the advertisement of all OoP tenders on the Government tender bulletin. Develop and update the tender register from the date of the advertisement until the closing date of the Tender. Coordinate the activities relating to the closing of the tender advertisement and ensure that all submitted bids are captured and recorded. Ensure that a list of bids received is uploaded on the Provincial Treasury website. Provide leadership and guidance to subordinates with regards to mentoring, coaching and supporting the team. Manage and evaluate the performance of the team and address staff training and development needs. Develop a system to improve work process flows to enhance team performance and strive for service excellence. Lead and guide team to adopt best practice throughout and adhere to procedure compliance. The provision of customer care services to all OOP staff i.e. prompt addressing of queries, deliveries, etc. Monitor Record Management System for contracts to ensure detailed records kept.

ENQUIRES: Ms Confidence Nhleko Tel No: (011) 355 6045

POST 28/114: SENIOR ADMINISTRATIVE OFFICER: DEMAND AND TENDER ADMINISTRATION REF NO: 004394
Directorate: Supply Chain Management

SALARY: R316 791 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Bachelor’s Degree/ National Diploma in Logistics/Purchasing/Accounting, (2-3 years) experience in the field of Supply Chain Management. Preference will be given to candidates with extensive experience in demand management and tender administration. Computer literate (MS Office Suite), SAP knowledge and Customer Relationship Management Skill. Sound knowledge of government procurement, supply chain management procedures and policies i.e. SCM, PPPFA, PFMA and Treasury Regulations. Sound knowledge of financial legislation governing procurement of goods and services such as GPG, SCM Policy, PFMA, Treasury Regulations, knowledge of PPPFA in relation to Vendor Management and development, Customer Relation Management, Procurement Delegation and Financial Management will be an advantage. Advance computer literacy, good interpersonal/people skills, communication (written and verbal), writing, general management and business insight and ability to mentor and coach staff will be a necessity.

DUTIES: To render administration services in Demand Management and Tender Administration division in the following categories: Demand Plan Management for all the Branches in the office of the Premier in-line with the budget. Coordinate of all BSC and BEC meetings as well as ensuring that decisions taken at meetings are implemented on time. Monitor and update the tenders for the office of the Premier. Maintain and update Register for all Bid Specification Committee (BSC) and Bid Specification Committee (BEC) meetings for the year due on or before 15th January annually. Gather all the draft Terms of Reference (ToR) in line with the Implementation of the Annual Procurement Plan. Gather information about all the members nominated to serve on BSC and BEC before 31. Ensure that a file is opened and identified with the tender number and kept safe. Ensure that potential bidders complete a RFP request form and pay the cost for the tender by EFT or at the Bank and provides evidence when RFP packs are issued over the counter. Prepare monthly, quarterly and annual reports on the Implementation of the Annual Procurement Plan. Prepare draft deviation report on procurement of goods and services where DAC has granted approval. Consolidate information for the draft Implementation Annual Procurement Plan and submit to Gauteng Provincial Treasury (GPT). Update the end-user departments on the progress and status quo of budget spend against their Demand Plans activities and the Implementation of the Annual Procurement Plan. Ensure that the estimated budget is in line with their Demand Plans and the Implementation of the Annual Procurement Plan.

ENQUIRES: Ms Confidence Nhleko, Tel No: (011) 355 6045
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
16 August 2019

NOTE
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification(s) as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

POST 28/115 : DIRECTOR: PERFORMANCE AUDIT
(5 Year Fixed Term Employment Contract)
Directorate: Gauteng Audit Services

SALARY : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg

REQUIREMENTS : Three- year tertiary qualification (NQF 7 as recognised by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards. Drivers license is a requirement.

DUTIES : Develop the departmental three-year risk based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAS operations.

ENQUIRIES : Ms. B. Mtshizana Tel No: (011) 227 9000
### POST 28/116

**BUSINESS ANALYST**  
Financial Governance

**SALARY**  
R376 596 per annum (plus benefits)

**CENTRE**  
Johannesburg

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

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

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

### DEPARTMENT OF SOCIAL DEVELOPMENT

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

**APPLICATIONS**  
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development 69 Commissioner, Thusanong building, Johannesburg or posted to: Private Bag x35, Johannesburg, 2000.

**FOR ATTENTION**  
Ms S Moloi Tel No: (011) 227 0062

**CLOSING DATE**  
16 August 2019

**NOTE**  
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

### OTHER POST

**POST 28/117**  
**SENIOR ADMIN OFFICER: RISK MANAGEMENT REF NO: SD/2019/08/01**

**SALARY**  
R316 791 per annum (plus benefits)

**CENTRE**  
Head Office

**REQUIREMENTS**  
A three-year Qualification in Risk Management, Accounting and Auditing with 2 to 3 years’ experience in the Risk Management field. A valid driver’s license.
Demonstrate experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Assist with the identification of areas of the specifically allocated sections of the departmental risk management framework independently which require revision or updating, independently and in within coordinated groups undertake the necessary research to ensure proposals made to revise the documents is in accordance with accepted norms, is practical in application and aligned to all legislative frameworks. Undertake the detection of changes to the environment both internally and externally for alerting to management. Obtain detailed understanding of the core functions and mandate of the department and be able to identify all key areas where core functions take place that would need to have risks assessed at strategic and operational levels for which risk responses are necessary for all specifically allocated key areas. Skills and Competencies: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity.

**DUTIES**: To support the planning, facilitation, monitoring and reporting of the implementation of the GPG Risk Management Framework. To assess, evaluate and monitor risks and opportunities environment of the department in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management framework. Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks). Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and from an informed basis on subject matter both in written format, through presentations and via one on one engagement with relevant managers and teams.

**ENQUIRIES**: Ms S Moloi Tel No: (011) 227 0062

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