ANNEXURE S
PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

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

FOR ATTENTION: Ms Iris Thanjekwa (011) 240 3085 – Recruitment

CLOSING DATE: 13 September 2019, 12h00. No late applications will be considered.

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

MANAGEMENT ECHELON

POST 31/87: DIRECTOR: AGROPROCESSING REF NO: REFS/004536
Directorate: Agroprocessing

SALARY: R1 057 326 per annum (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus Bachelor Degree (NQF level 7) as recognised by SAQA in Agriculture Economics/Food Technology/Agro processing or relevant qualification. 5 years’ experience in Middle/Senior Management. Valid driver’s license. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.


ENQUIRIES: Ms Lungisiwe Dhlamini Tel No: 011 240 2527
POST 31/88

DIRECTOR: COMPLIANCE AND MONITORING REF NO: REFS/004540
Directorate: Compliance and Monitoring

SALARY: R1 057 326 per annum (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus Bachelor Degree (NQF Level 7) as recognised by SAQA in Environmental Management/Geography/Town Planning/BSc/LLB or relevant qualification. 5 years’ experience at a Middle/Senior Managerial level. A Post Graduate Degree and designation as an Environmental Management Inspector would be an added advantage. Valid driver’s license. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Sound understanding of environmental law (including legislation relating to air and waste), Constitutional and Administrative Law and the integration of law and technical knowledge. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.

DUTIES: Manage the Directorate responsible for environmental compliance monitoring, including the management of Environmental Management Inspectors within the legislative framework and departmental policies. Deal with overall management of inspections and investigations focussed on non-compliance with environmental legislation and authorisations resulting in successful case prosecution. Implement enforcement activities (including administrative and criminal mechanisms) in relation to environmental authorisations and legislation. Input into relevant sections of the Department’s compliance and enforcement strategy and programme. Interact with and provide advice and assistance to other government departments involved in the monitoring of compliance with environmental legislation. Liaise with stakeholders and interact with non-compliers on behalf of the department. Implement targeted compliance and enforcement projects.

ENQUIRIES: Ms Lungisiwe Dhlamini Tel No: (011) 240 2527

OTHER POSTS

POST 31/89

DEPUTY DIRECTOR: CROP PROCESSING AND FOOD SAFETY REF NO: REFS/004542
Directorate: Agroprocessing

SALARY: R869 007 per annum (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus Honours Degree (NQF Level 8) as recognised by SAQA in Agriculture/Food Technology/Agro processing or relevant qualification. 5 years’ experience of which 3 years must be at an Assistant Director level in this relevant field. Valid driver’s license. Competencies: Good communication and writing skills. Understanding of relevant Acts and Public Service Act. People, Financial management skills. Ability to work under pressure and meet deadlines. Ability to lead a team and work independently. Innovative and creative.

DUTIES: Contribute to the management and implementation of Gauteng Agroprocessing Strategy with regard to the development of crop processing sector. Coordinate project management interventions aimed at assisting new and existing crop processing stakeholders with planning, development and operations of their processing enterprises in the horticulture and grain subsectors. Coordinate the provision of scientific and practical information, training and advice to stakeholders on processing technology, in order to maximise their ability to process crops products. Assist stakeholders with compliance to legislation and internalizing food safety standards, attain and maintain quality assurance standards in their crop processing operations through monitoring and ensuring that they undertake appropriate audits. Contribute to strategic work in the Agroprocessing Directorate and Chief Directorate. Contribute to the good management of the Agroprocessing Directorate and Chief Directorate.

ENQUIRIES: Mr Rassy Rasemetse Tel No: (011) 240 3083
POST 31/90 : DEPUTY DIRECTOR: ANIMAL PROCESSING AND FOOD SAFETY REF NO: REFS/004539
Directorate: Agro processing

SALARY : R869 007 per annum (all-inclusive package which can be structured according to the individual's needs)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus Honours Degree in Agriculture (NQF Level 8) as recognised by SAQA in Agriculture /Food Technology/Agroprocessing or relevant qualification. 5 years’ experience of which 3 years must be at an Assistant Director in this relevant field. A valid driver's license. Competencies: Good communication and writing skills. Understanding of relevant Acts and Public Service Act. People management skills and financial management skills. Ability to work under pressure and meet deadlines. Ability to lead a team and work independently. Innovative and creative.

DUTIES : To contribute to the management and implementation of Gauteng Agroprocessing Strategy with regard to the development of processing of meat products (red meat, poultry and piggery subsectors). Coordinate project management interventions aimed at assisting new and existing Animal processing stakeholders with planning, development and operations of their processing plants. Coordinate the provision of scientific and practical information, training and advice to stakeholders on appropriate processing technology, in order to maximise their ability to process animal’s products. Assist stakeholders with compliance to legislation and internalizing food safety standards. Attain and maintain quality assurance standards in their animal processing operations through monitoring and ensuring that they undertake appropriate audits. Contribute to the strategic work of the Directorate and Chief Directorate Agroprocessing. Contribute to the good management of the Agroprocessing Directorate.

ENQUIRIES : Mr Rassy Rasemetse Tel No: (011) 240 3083

POST 31/91 : PHARMACIST GRADE 1-3 REF NO: REFS/004541
Directorate: Animal Production, Advisory and Support Services

SALARY : R693 372 – R871 590 per annum (all-inclusive package which can be structured according to the individual's needs) Offer will be based on the recognisable years of experience after registration in line with OSD.

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus Bachelor Degree (NQF Level 7) or relevant qualification as recognized by SAQA in Pharmacist. Current registration with the South African Pharmacy Council (SAPC). 1 year Completion of Compulsory Community Service. 1 year experience after registration with SAPC as a Pharmacist. Valid driver’s license. Competencies: Strong administrative and communication skills.

DUTIES : Provide pharmaceutical care by taking responsibility for the Veterinary patient’s medicine in accordance with the Medicines and Related Substances Act (Act 101 of 1965) Preparing protocols for use of veterinary medicines. Preparing terms of reference and / or specifications for veterinary pharmaceuticals. Purchasing, acquiring, keeping, issuing, releasing, storage, packaging, repackaging, of any veterinary medicine, schedule substance and surgical consumables or the supervision thereof. Dispense any medicine or scheduled substance on the prescription of a veterinarians/ para-veterinary professionals authorized to prescribe medicine. Provide pharmaceutical care by taking responsibility for the outcome of therapy and by being actively involved in the design, implementation and monitoring of pharmaceutical plans. This includes setting up of a pharmacy and drug stores as per the prescripts of the medicines Act. Conduct pharmaceutical research and development. The promotion of public health (promotion with responsible use of antimicrobials). The furnishing of information and advice to any person with regard to the use of medicine. Taking responsibility for internal and external reporting.

ENQUIRIES : Mr Rassy Rasemetse Tel No: (011) 240 3083
POST 31/92: SCIENTIST PRODUCTION GRADE A-C REF NO: REFS/004543
Directorate: Animal Production, Advisory and Support Services

SALARY: R618 732 – R939 621 per annum (all-inclusive package which can be structured according to the individual's needs) Offer will be based on the recognisable years of experience after registration in line with OSD.

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus BSc Degree (NQF level 7) as recognised by SAQA in Agricultural Science/Animal Science or relevant qualification. Post graduate qualification in Animal Production would be an added advantage. 3 years post qualification experience. Compulsory registration as a SACNASP Professional. Valid driver’s license. Competencies: Extensive knowledge in animal production with major focus on livestock farmer development. Programme and project management facilitation skills. Knowledge and experience in MS Office programs. Knowledge of legislation relevant to the field of livestock production, Technical report writing skills, Professional judgment, Team orientation & people management skills, Data analysis skills, Policy development and analysis skills, Presentation skills.

DUTIES: Management of Gauteng IDC Nguni Cattle Development program. Production support to other Gauteng livestock priority commodities. Participate in process of Reviewing and recommendation/approval of livestock projects; (e.g. participation in research committee meetings, recommendation on production plans for projects). Facilitate the setting of farm production standards, specifications and service levels according to Gauteng farmer commercialization strategic objectives to ensure optimum profitability and sustainability (e.g. production plans/breeding systems). Monitor scientific efficiencies according to organizational goals (Livestock Industry Monitoring and Livestock Improvement Programmes). Align project to organizational strategies (e.g. Livestock Loan Scheme, Poultry and Piggery Enterprise Development and Capacity Building). Provide support and advice to the industry and stakeholders (e.g. provision of Technical services, Partnership/Stakeholder management). Develop and maintain relationships/collaborations (e.g. MoU, contracts, etc.). Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Lead, co-ordinate and conduct basic and applied research or knowledge application.

ENQUIRIES: Mr Rassy Rasemetse Tel No: (011) 240 3083

DEPARTMENT OF E-GOVERNMENT

APPLICATIONS: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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.

CLOSING DATE: 13 September 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 Z.83. 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 31/93**  
**DEPUTY DIRECTOR: ERP CRM & HRM REF NO: REF5/004534**  
Directorate: Applications Competency Centre  

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<tr>
<th>SALARY</th>
<th>R869 007 per annum (all-inclusive remuneration package)</th>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Matric plus National Diploma/B. Degree in IT/Commerce with 3-5 years or more experience in ERP CRM &amp; HRM. Relevant ERP qualification, full project implementation and ICT technical knowledge are required.</td>
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| DUTIES | Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discusses and resolves system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization’s ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development and managing human resources within the functional area. |

**ENQUIRES**  
Mr. Themba Psungo Tel No: (011) 689 6980

**POST 31/94**  
**ASSISTANT DIRECTOR: ERP BASIS REF NO: REF5/004535**  
Directorate: Applications Competency Centre  

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<tr>
<th>SALARY</th>
<th>R470 040 per annum (plus benefits)</th>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Matric plus National Diploma/B. Degree in IT/Commerce with 2-3 years comprehensive ERP Basis experience. Relevant ERP qualification, people management, experience in ERP and IT program management/project management are strongly desired.</td>
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</tbody>
</table>

| DUTIES | Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over |
plan in customer areas; advise on strategies/best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members/users.

**ENQUIRES**

Mr. Themba Psungo Tel No: (011) 689 6980

**POST 31/95**

**ASSISTANT DIRECTOR: LOGISTICS SUPPORT REF NO: REFS/004529**
Sub-Directorate: Logistics Support

**SALARY**

R376 596 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Grade 12 certificate plus National Diploma in Facilities Management or equivalent. 2-3 years’ experience in the field of building maintenance. Completed an apprenticeship and passed a Trade test in terms of the provision of section (13) of the Manpower Act of 1981, as amended. Computer literacy. Valid driver’s license will be an added advantage.

**DUTIES**

To ensure that e-Government building is always safe and in good condition. To ensure that building maintenance measures are developed and implemented. To continuously evaluate and monitor the safety and occupational health conditions of the building. To ensure that the maintenance contractors carry out maintenance a per maintenance specification and plan. To ensure that cleaning in the building is according to required standards. Attend to the call outs. Oversee other additional responsibilities related to building facilities.

**ENQUIRIES**

Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 31/96**

**PETTY CASH OFFICER REF NO: REFS/004532**
Directorate: Financial Accounting
(Re-Advert)

**SALARY**

R257 508 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric certificate plus NQF level 6 qualification in Finance related field 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. Leon Steyn Tel No: (011) 689 8400

**DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the post of Operational Manager Nursing Specialty-PN-B3 Trauma/Orthopaedic *(for Chris Hani Baragwanath Academic Hospital)* with Ref No: CHBAH 202 (X1 Post) advertised in the Public Service Vacancy Circular 29 dated 16 August 2019, the requirements of the post has been amended as follows: Basic R425 qualification (i.e Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least one (1) year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Trauma or Orthopaedic. We apologise for the inconvenience caused.
POST 31/97 : HEAD CLINICAL UNIT GRADE 1
Directorate: Maxillo Facial and Oral Surgery (MFOS)

SALARY : R1 728 807 – R1 834 890 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA as a Dental specialist in a Maxillo Facial and Oral Surgery. The candidate must be in possession of the MDent or equivalent qualification. Required to have Computer skills. Interpersonal working skills. Proven working expertise in teaching and training of undergraduate and postgraduate (MDent, MChD and other M students) students and Theatre. Working experience in curriculum development. Experience in academic, clinical, administrative and management. Experience in Research including (Quantitative & Qualitative) experience & publications. Presentation of Papers /Abstracts at Conferences. Experience in Online/BlackBoard learning. Experience in having worked in Rural Health Institutions.

DUTIES : Coordination and involvement in undergraduate education. Coordination and involvement in postgraduate education and their research outputs. Departmental and administrative duties as assigned to candidate. Other duties that may be allocated by Faculty and SMU. Active Research in MFOS (independent research as well as guidance to postgraduate students MDent and others). After-hour calls and duties. Act as (acting) HOD when required.

ENQUIRIES : Prof. TI Munzhelele (Mfos) Tel No: (012) 521 4859
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za) but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
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. The Institution reserves the right not to make any appointment. Persons with disabilities encouraged to apply. Note: Additional, The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 13 September 2019

POST 31/98 : HEAD CLINICAL UNIT GRADE 1
Directorate: Prosthodontics

SALARY : R1 728.807–1834890 per annum (all inclusive remuneration)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification (MDent or MChD) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with the HPCSA as a Dental Specialist in Prosthodontics. A minimum of five years appropriate experience as a Prosthodontics Specialist after registration with the HPCSA or similarly recognized statutory registration authority, with preference given to those with more years of clinical experience that includes academic management and postgraduate dental education and research supervision must have appropriate clinical skills with special focus on Maxillofacial Prosthodontics; Implantology; Contemporary Prosthodontics, amongst others. Appropriate experience in supervision and training of staff and students at both under and postgraduate levels. Previous experience utilizing educational and simulation technology is expected. Proven ability to conduct and supervise research activities. Published research record. Good communication as well as
analytical and problem-solving skills. Interventional management skills. Ability to work under pressure. The successful candidate will be required to sign a performance agreement.

**DUTIES**

Will be responsible to coordinate courses in the undergraduate and postgraduate sections for the Prosthodontics module as directed by HoD. Participate in patient care. Implementation, monitoring and evaluation of academic dental services on the SMU/MOHC Teaching platform. Quality Assurance of clinical governance and teaching, learning and associated assessment. Supervision and administrative role with regard to teaching, training, assessment and education of under and postgraduate students. Active participation in Prosthodontic research and supervising on-going research. Contribute to and participate in training of other healthcare workers where requested to do so. Promote and stimulate continuing professional development in the Department of Prosthodontics and among practicing oral health professionals in South Africa. Participate in any other duties as may determined by the supervisor. Deputise for the HoD as when required.

**ENQUIRIES**

Dr PD Moipolai Tel No: (012) 521 4817/3349

**APPLICATIONS**

Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**FOR ATTENTION**

Mrs I Makgatho or Ms Pretty Rangoato,

**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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Additional, The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

**CLOSING DATE**

13 September 2019

**POST 31/99**

HEAD CLINICAL UNIT (DENTAL) GRADE1

Directorate: Maxillo facial and Oral Radiology (MFOR)

**SALARY**

R1 444 857 – R1 834 890 per annum (all inclusive remuneration).

**CENTRE**

SMU Oral Health Centre

**REQUIREMENTS**

Registration with HPCSA as a Dentist for at least 10 years. Master’s degree in the area of Maxillofacial and Oral Radiology or related discipline. A minimum of 5 years appropriate working experience in Maxillofacial and Oral Radiology or related discipline. Understanding of and proven record of teaching and the development in MFOR for Under- and Post-graduate Curricula & Students. Experience in Assessments of Under and Postgraduate students. Proven Administrative and Management skills at Departmental & University level. Excellent interpersonal and communication skills. Experience in Leadership and Governance in Health Settings. Experience and Knowledge of working with the Radiation Board on South Africa. Experience in work with CBCT and other related machines. Experience in Implementation of Radiation Safety Standard. Experience in specific management of a Department with focus on MFOR activities. Experience in Leadership & Governance in MFOR. Research including (Quantitative & Qualitative) experience & publications & good proven research track Record of at least 10 publications in peer reviewed journals. Experience in presentation of papers /abstracts at national and international conferences. Experience in online/blackboard Ultra learning. Experience in having worked in Rural Health Institutions, Clinic, CHC or Districts Hospitals.

**DUTIES**

Provide effective Leadership & Governance in the Department. Provide Management and Administration Oversight of the Department. Supervision and effective utilization of professional and support staff. General Service rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Assist in
the implementation of GDDoH policies and programmes in particular MFOR. Participate in DGMH Cluster activities. Provide Management Oversight for the PACS system. Represent the Institution on University Committees.

ENQUIRIES
Prof Stephen Hendricks, Dean & CEO Tel No: (012) 521 4801

APPLICATIONS
Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
Mrs I Makgatho or Ms Pretty Rangoato

NOTE
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted. Note: Additional the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE
13 September 2019

POST 31/100
CLINICAL MANAGER GRADE 1
Directorate: Office of the Chief Executive Officer

SALARY
R1 173 900 – R1 302 849 per annum (All Inclusive)

CENTRE
SMU Oral Health Centre

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7 years appropriate experience after registration with the HPCSA as a Dentist (independent practice), with some experience working in a dental training environment as a clinical instructor. 5 years working experience in Private Dental Practice. The person is required to hold a Specialist qualification in one of the 6 Dentistry Specialty Disciplines. Person must hold an appropriate Masters Degree in one of the disciplines in Clinical Dentistry. Evidence of Clinical Work Experience in Risk Management. A management degree such as a MBA or its equivalent with focus in Clinical Health would be preferable. Working Experience in Public Hospital & Clinical Management. Experience in Management of Clinical Staff Time tables for Patient care with students. Experience in teaching Under and Postgraduate Oral Health programs in BOH, BDT and BDS. Have at least 5 peer reviewed publications. Experience in Electronic Patient filing Systems.

DUTIES
The incumbent will assist the Chief Executive Officer in managing the clinical training platforms within and outside the SMU Oral Health Centre. Teaching/training undergraduate dental students. Prepare and delivers Dental lectures in Integrated Clinical Dentistry & other Dentistry Clinical Disciplines. Conduct research, including facilitating the operations of a new initiative-dental practice –based research network. Management & Maintaince physical and electronic records. Use technology to effectively achieve workplace objectives. Plan, organize and allocate work to clinical staff. Plan and monitor the delivery of dental services at SMU Oral Health Centre as part of service quality assurance. Attend Cluster meetings. Attend Extended EMC Meetings. Attend CEO meetings with GDODH officials where so delegated. Provide Oversight for Monthly Recover Plans, Risk and Emergency Risk Plans, NTSG Reports, Waiting Time and Complaints Reports. Chair various committee where so delegated by CEO.

ENQUIRIES
Prof SJH Hendricks, DEAN & CEO Tel No: (012) 521 4801

APPLICATIONS
Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.
FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 September 2019

POST 31/101 : DENTAL SPECIALIST GRADE 1 (X2 POSTS)
Directorate: Periodontics and Oral Medicine

SALARY : R1 106 040 – R 1 173 900 per annum (All inclusive package)
CENTRE : SMU Oral Health Centre

REQUIREMENTS : The candidate must be in possession of the MDent (OM & P) degree or equivalent qualification to allow registration with the HPCSA as a specialist in Oral Medicine and Periodontics for at least 1 to 5 years. An excellent undergraduate and postgraduate academic achievement record as well as involvement & publications including research projects & activities will be beneficial. The candidate should have experience in undergraduate and postgraduate training, teaching and management in Periodontology & Oral Medicine. Experience in academic, clinical, administrative and management. Research including (Quantitative & Qualitative) experience & publications. Presentation of Papers /Abstracts at Conferences. Experience in Online/BlackBoard learning. Experience in having worked in Rural Health Institutions.

DUTIES : The successful candidate will, perform service rendering pertaining to the speciality of Oral Medicine and Periodontics, will be involved in undergraduate and postgraduate teaching, training, and will participate in the development and management of aspects of the Periodontology and Oral Medicine Curricula for Oral Hygienist, Dental Therapist and Dentists degree courses. The successful candidate will also be expected to initiate and participate in the research activities of the Department. Additional departmental duties will be assigned to the candidate at the HoD’s discretion and where required to serve as Acting HOD.

ENQUIRIES : Prof N. Wood (Periodontics & Oral Medicine) Tel No: (012) 521 4834
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato,
NOTE : Kindly attach/include 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.
any appointment. Persons with disabilities encourages to apply. Note Additional The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 13 September 2019

POST 31/102 : MEDICAL REGISTRAR REF NO: MEDREG/CMJAH/001/2019
Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiac Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, Public Health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).

SALARY : R821 205 per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner.

DUTIES : As part of the health care team, registrars participate in safe, cost-effective evidence-based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participate in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other registrars. Service commitments to CMJAH and cluster hospitals. Commitment to overtime. Commitment to emergency care. Highest level of ethics, professionalism and punctuality. Expected Ability to work in a team and to report all potential conflict of interests and corruption.

ENQUIRIES : DR. M. Mofokeng Tel No: (011) 488 3365
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE : 13 September 2019

POST 31/103 : MEDICAL OFFICER REF NO: MEDOFF/001/CMJAH/2019
Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiac Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry.

SALARY : Grade 1: R821 205 per annum (All-inclusive package) Grade 2: R938 946 per annum (All-inclusive package) Grade 3: R1 089 693 per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 1: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner. Grade 2: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years’ experience after registration with the HPCSA as Medical Practitioner. Grade 3: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years’ experience after registration with the HPCSA as Medical Practitioner.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant
administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuting overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES: Dr. M. Mofokeng Tel No: (011) 488 3365
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 13 September 2019

POST 31/104: MEDICAL OFFICER REF NO: REFS/004515 (X1 POST)
Directorate: Internal Medicine

SALARY: Grade 1: R821 205 per annum
Grade 2: R938 946 per annum
Grade 3: R1 089 693 per annum

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS: Registration with HPCSA as a Medical Officer and must be post Community Service. Preference will be given to South African citizen and Permanent residents. Interest in Internal Medicine. Preferably with auxiliary qualifications in ACLC, AMLS and HIV Diploma. Overtime duties will be expected to be done.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuting overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES: Dr. R. Thomas Tel No: (011) 923 2022
APPLICATIONS: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag x07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE: 13 September 2019
POST 31/105

REGISTRAR
Directorate: Maxillo Facial and Oral Surgery (MFOS)

SALARY: R821 205 – R858 711 per annum (All Inclusive)

CENTRE: SMU Oral Health Centre

REQUIREMENTS: Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. Registration as a Dentist with HPCSA. Post graduate courses in Anatomy, Physiology, Pathology and completion of an ATLS course is a requirement. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Applicants will be appointed at entry level of Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. Will be required to work after hours.

DUTIES: The Registrar will pursue a course of study is full time study over five years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Maxillofacial and Oral Surgeon. Through the course of the study, the Registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health and other Institutions where so required by HOD. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students in Oral Hygiene, Dental Therapsy and Dentistry.

ENQUIRIES:
Prof Munzhelele (MFOS) Tel No: (012) 521 4858

APPLICATIONS:
Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment.

FOR ATTENTION:
Mrs I Makgatho or Ms Pretty Rangoato

NOTE:
Kindly attach/include 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 September 2019

POST 31/106

DENTIST GRADE 1 (DEVELOPMENTAL)
Directorate: Maxillo Facial Oral Surgery (MFOS)

SALARY: R797 109 – R884 670 per annum (All Inclusive)

CENTRE: SMU Oral Health Centre

REQUIREMENTS: Current Registration with the HPCSA as a Dentist. At least 2 years in Working in Dentistry (Private or Public). Experience in working in Rural Health institutions e.g. Clinics, Community Health Centres or District Hospitals. Interest in becoming a Registrar in MFOS. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in MFOS clinical settings which will reflect an interest in MFOS domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES: During the contract period, the incumbent will be expected to work side by side with Registrars at MFOS, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed.
in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA. If primaries not completed in 2 years then have to vacate the post. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

ENQUIRIES : Prof Munzhelele (MFSO) Tel No: (012) 521 4858
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 September 2019
POST 31/107 : DENTIST GRADE 1/2/3
Directorate: Integrated Clinical Dentistry

SALARY : Grade 1: R797 109 – R884 670 per annum (all inclusive remuneration)
Grade 2: R938 964 – R1 026 693 per annum (all inclusive remuneration)
Grade 3: R1 089 693 – R1 362 366 per annum (all inclusive remuneration)

CENTRE REQUIREMENTS : SMU Oral Health Centre

Registration (current) as a Dentist with HPCSA 7-12 years’ experience in private and public dental practice. Have as postgraduate Master's degree qualification in the clinical disciplines in Dentistry. A Specialist Qualification in Prosthodontics, Community Dentistry will be preferable. 5 years’ experience in Academia, Teaching, Learning, Training and Supervising undergraduate and postgraduate (Oral Hygiene, Dental Therapy or Dentistry) students. Experience in Comprehensive Clinical Case Development for undergraduate Students. Evidence of working & interest in Prosthodontics, Endodontics and Paedodontics. Experience of working in Dental Theatre cases (Adults and children). Experience in working in Rural Health Institutions e.g. Clinics, Community Health Centres or District Hospitals. Experience in Applied Dental Research (Quantitative and Qualitative).

DUTIES : Teach Supervise, Manage and Coordinate services for undergraduate and postgraduate students. Provide Oral Health Care services as required. Clinical supervision of under and post graduate students. Conduct and deliver on research publications and outputs. Serve and participate in GDoH and SMU’s committees as required. Teach and train undergraduate students on the full scope of dentistry, including satellite training clinics as identified. Services to include working on Saturdays as per schedule. Willing to work after hours. Additional: The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

ENQUIRIES : Dr N. Nzima (Integrated Clinical Dentistry) Tel No: (012) 521 3370
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON Or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za) but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 September 2019

POST 31/108: DENTIST GRADE 1 (DEVELOPMENTAL)
Directorate: Periodontology and Oral Medicine (P & OM)

SALARY: R797 109 – R884 670 per annum (All Inclusive)

CENTRE: SMU Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the above disciplines. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in periodontics and Oral Medicine clinical settings which will reflect an interest in Periodontics and Oral Medicine domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES: During the contracted period, the incumbent will be expected to work side by side with registrars at Periodontology, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

ENQUIRIES: Prof N Wood (Periodontology And Oral Medicine) Tel No: (012) 521 4834

APPLICATIONS: Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za) but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 September 2019
POST 31/109  : DENTIST GRADE 1 (DEVELOPMENTAL)
Directorate: Prosthodontics

SALARY       : R797 109–R884 670 per annum (All Inclusive)
CENTRE       : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the Prosthodontics. This is Fulltime Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in Prosthodontics clinical settings which will reflect an interest in Prosthodontics domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES : During the contracted period, the incumbent will be expected to work side by side with registrars at Prosthodontics, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA. The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to registrarship is not automatic.

ENQUIRIES : Prof P Moipolai (Prosthodontics) Tel No: (012) 521 4817
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x484, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 September 2019

POST 31/110  : DENTIST GRADE 1 (DEVELOPMENTAL)
Directorate: Oral Pathology

SALARY       : R797 109 – R884 670 per annum (All Inclusive)
CENTRE       : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the Oral Pathology. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in Oral Pathology clinical settings which will reflect an interest in Oral Pathology domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES : During the contracted period, the incumbent will be expected to work side by side with registrars at Oral Pathology, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects
i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar's post. The primary subjects may also be acquired through CMSA. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrar ship if the prerequisites are not met, thus progression to Registrar ship is not automatic.

ENQUIRIES
APPLICATIONS
Dr LM Masilo (Oral Pathology) Tel No: (012) 521 4951
Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
Mrs I Makgatho or Ms Pretty Rangoato

NOTE
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE
13 September 2019

POST 31/111
DENTIST GRADE 1 (DEVELOPMENTAL) (X1 POST)
Directorate: Community Dentistry

SALARY
R797 109–R884 670 per annum (All Inclusive)

CENTRE
SMU Oral Health Centre

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the above discipline. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar’s post. The primary subjects may also be acquired through CMSA.

DUTIES
During the contracted period, the incumbent will be expected to work side by side with registrar(s) and dentists at Service Learning sites. The incumbent will render services and supervise students as part of Service Learning modules. The incumbent will be expected to demonstrate keen interest in post graduate academic enterprise, including but not limited to (i) registration of a Master’s degree (ii) active participation in research, (iii) involvement in teaching, learning and community engagement. At the end of the 2 years, the relevant post graduate activities must be completed in order to be well positioned for a registrar’s post. Note Well: The contract is renewable annually, and if a candidate does not perform as required in the first year as per contract, the contract may be terminated. The Department is under NO obligation to make any appointment to registrarship if the prerequisites are not met, thus progression to registrarship is not automatic.

ENQUIRIES
Prof Motloba (Community Dentistry) Tel No: (012) 521 4848

APPLICATIONS
Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
Mrs I Makgatho or Ms Pretty Rangoato
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right not to make any appointment. Persons with disabilities encourage to apply.

CLOSING DATE: 13 September 2019

POST 31/112: DEPUTY DIRECTOR: LOGISTICS REF NO: REFS/004510
Directorate: Logistics

SALARY: R733 257 per annum (All – inclusive package)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: A recognized 3 years Bachelor’s degree or National Diploma in Public Management, Public Management and Administration or Public Administration with at least 10 years’ experience in the relevant field of which 5 Years must be on Assistant Director Level. Experience on Middle Management level in a Hospital setup will be an added advantage. Strong management leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the hospital Laundry, Cleaning and Security Services. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act. Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge: Planning and organising. Administration procedures relating to specific working environment including norms and standards, Compilation of management reports, Reporting procedures, Research/analysing, Programme/project planning, Strategic planning, Career management, Manage section independently, Statistics Computer.

DUTIES: Will be responsible for management and the administration of Laundry, Cleaning and Security Services of the hospital. Ensure that the sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the departmental and institutional objectives and provision of staff development where and when needed. Maintenance of a well-managed laundry services which is characterized by provision of adequate quantities and quality linen to the end user on request. Maintenance of well-managed internal cleaning services which will bring in clean and neat wards, offices and any other location that is used by the hospital. Maintenance of well-managed security services which will bring in a safe and sound environment for staff, clients, visitors and other resources and properly in the hospital. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs.

ENQUIRIES: Mr. Malahlela Phetola Tel No: (012) 529 3693

APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE: 13 September 2019
POST 31/113:
DEPUTY DIRECTOR: ADMINISTRATION
Directorate: Office of the CEO

SALARY:
R733 257 – R863 748 per annum (Inclusive package)

CENTRE:
SMU Oral Health Centre

REQUIREMENTS:
A 4 year Tertiary Qualification Bachelor’s Degree in Administration with focus on Health Administration. A Master’s degree in Administration or equivalent with focus in Health will be preferable. A minimum of 10 years work experience in Health Administration is required of which at least 3 years should be at a Managerial level. Have at least 10 years Supervisory Experience. Working Knowledge & Experience of the: Relevant Government Acts, Prescripts, Regulations, Working Experience in Implementation of Policy Practice notes; Working Experience in Implementation of Procedures pertaining to Public Administration; Working Experience in Finance Administration. Working Experience in Procurement; Working Experience in Labour Relations, Grievance procedures & Dispute Resolution; Working Experience in Management of Disputes; Working Experience in Administration related to Human Resource Management & Development & Skills in Conflict Management; Strong Working Experience in Organizational Design & Planning, Working Experience in Problem-Solving & Communication (verbal and written); Working Experience in Conciliation and Arbitration; Working Experience of the PSCBC and PHSDBC; Working Experience in Management of Financial Administration. Working Experience of Management of Supply Chain and Procurement; Working Experience in Management of Cleaners; Working Experience of Understanding Management of Dental Laboratory Staff and Processes; Experience of Preparing Annual Audit Report; Working Experience with DID; Quality Assurance within the Oral Health Hospital; Working Experience in Administration issues pertaining to Dental Theatres; Experience Hospital Building Infrastructure Administration & Management (including generators, Electricity and Water Supplies); Working Experience in Administration, Management and Monitoring of RWOPS, Commuted Overtime & General Overtime. Experience in Working with & Administration Issues of Organized Labour Unions in Health Sector. Experience in drafting Annual Reports for AG.

DUTIES:
Undertake Policy or Line function tasks as directed by the CEO/Dean required related to: Relevant Government Acts; Prescripts; Regulations. Implementation of Policy Practice notes; Implementation of Procedures pertaining to Public Administration; Finance Administration; Procurement & Supply Chain; Labour Relations, Grievance Procedures & Dispute Resolution; Management of Disputes; Administration related to Human Resource Management & Development; Organizational Design & Planning Problem-Solving and Communication (verbal and written); Conciliation and Arbitration; PSCBC and PHSDBC; Management of Financial Administration; Management Oversight of Cleaners; Management of Dental Laboratory Staff and Processes; Ensure Effective and Efficient Financial, Administrative, Human Resource Development and Management; Management of Performance; Risk Management; Audit queries within the Area of work; Prepare Annual Audit Report; Source information and compile and / or Circulate Memoranda as required by CEO; Ensuring Hospital Building & Infrastructure Administration related to Electricity Power & Generators, Water Supplies, Gas supplies; Provide Administration Support to the Chief Executive Officer (CEO); Provide Assistance in ensuring Maintenance of the Institution; Administration Dental Theatre issues. Carry out any other duties required given by the CEO. Expected to Work Overtime where required by CEO.

ENQUIRIES:
Prof Stephen Hendricks, Dean & CEO Tel No: (012) 521 4801

APPLICATIONS:
Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION:
Mrs I Makgatho or Ms Pretty Rangoato

NOTE:
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPSCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted.

**CLOSING DATE**: 13 September 2019

**POST 31/114**: ASSISTANT MANAGER-ORTHOPAEDIC NURSING PNB4 REF NO: REF/004521

Directorate: Nursing

Re- Advertised

**SALARY**: R614 991 - R692 166 per annum (plus benefits)

**CENTRE**: Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 (standard 10) Basic qualifications in terms of Government Notice 425 (i.e. Diploma/Degree or equivalent qualifications that allows registration with the SANC as a professional nurse. Plus, post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Minimum of 10 years appropriate recognizable experience in nursing after registration with SANC as a professional nurse. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty Critical Care Nursing. A neuro-surgical and Burns ICU experience will be added an advantage.

**DUTIES**: To ensure safe and effective clinical nursing practice general and Orthopaedic Nursing. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge to carry out Orthopaedic Nursing procedures and management as per scope of practice. Ensure ongoing monitoring and evaluation of Orthopaedic services. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensuring optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES**: Mr. W.N. Mothwane Tel No: (011) 923-2050

**APPLICATIONS**: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

**NOTE**: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

**CLOSING DATE**: 13 September 2019
REF NO: REFS/004516
Directorate: Nursing

SALARY: R614 991 - R692 166 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS:
Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus a post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality – Critical Care Nursing / Trauma and recognisable experience at management level. To commission a new trauma / surgery High Cares and supervision, direction etc. NUMBER of all high cares in the hospital.

DUTIES:
To ensure safe and effective clinical nursing practice general and trauma / ICU Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out Surgery / trauma High Care Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of Surgery / trauma services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES: Mr. W.N. Mothwane Tel No: (011) 923-2050
APPLICATIONS: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged, If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE: 13 September 2019

POST 31/116: OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 ICU REF NO: REFS/004517
Directorate: Nursing

SALARY: R562 800 - R633 432 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS:
Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification (Critical Care Nursing) with a duration of at least 1 years, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 7 years appropriate/recognisable experience in nursing after Registration as
Professional Nurse with the SANC in General Nursing. At least 9 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post – basic qualification in the relevant Speciality, appropriate/recognisable experience at Management Level.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to healthcare users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices.

ENQUIRIES: Mr. W.N. Mothwane Tel No: (011) 923 - 2050
APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private Bag x7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 13 September 2019

POST 31/117: ASSISTANT MANAGER NURSING (GENERAL) - GRADE 1 REF NO: ODI/23/08/2019

Directorate: Nursing

SALARY: R562 800 – R652 437 per annum
CENTRE: Odi District Hospital
REQUIREMENTS: Basic R425 qualification (i.e. Diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse, Diploma in Midwifery required, Diploma in Nursing Administration required. Registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 2 years of the period referred above must be appropriate/recognizable experience at management level. (Less than 1 year from experience for candidates appointed from outside the public services after complying with registration requirements). Experience as a night supervisor will be an advantage. Knowledge of nursing care process and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational and Health and Safety Act.

DUTIES: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Manage, monitor and ensure proper utilization of human, financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards and procedure. The candidate is expected to relieve on night duty as a supervisor, though expected to assist on day where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management team. To act on behalf of the NSM (day/night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters, and memos. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self-development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.

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 : 20 September 2019

POST 31/118 : CLINICAL PROGRAMME COORDINATOR REF NO: CPC/CMJAH/001/2019
Directorate: Nursing Services

SALARY : R444 276 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional nurse. A minimum of 7 years’ appropriate experience in nursing after registration as a Professional nurse with SANC in general nursing. Experience in infection control will be an added advantage. Computer and communication skills, ability to analyze infection control reports, knowledge of infection control, waste management regulations and policies guidelines and legislative framework theory and ethics practice will be added advantages.

DUTIES : Facilitate, Co-ordinate and review National, Provincial and Regional legislation regarding infection control, waste management policies and protocols and monitoring thereof. Implementation and maintain an effective Hospital infection control surveillance system in alignment with the infection control policies. Monitor the utilization of Financial, Human and material resources. Promotion of awareness, develop and monitor implementation of infection prevention and control, waste management standards operating procedures (SOP’s) for the institution, conduct training. Compile monthly, quarterly and annual infection control and waste management reports. Ensure that nosocomial infection and outbreaks are investigated, managed and reported. Ensure compliance with infection prevention and control and waste management policies. Develop and monitor an ongoing hand washing hygiene improvement in the Hospital. Assist in quality and OHS matters within the institution. Represent infection prevention and control and waste management in other meetings as required. Participate in some committees as delegated. Will be on call on rotational basis.

ENQUIRIES : Mr. W.K Malebati: Tel No: (011) 488 3238
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE : 13 September 2019

POST 31/119 : QUALITY ASSURANCE: COORDINATOR REF NO: REFS/004465
Directorate: Nursing

SALARY : R444 267 - R500 031 per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : A basic qualifications accredited with SANC in terms of Government Notice. R425 Qualification (i.e. Diploma/Degree in Nursing as a Professional Nurse plus Midwifery. A Minimum of 7 (Seven) years appropriate recognizable experience in Nursing after registration as a Professional Nurse. 2 (Two) years’ experience and knowledge of Quality Assurance including National Core Standards for health establishment and related legislation and Ideal Hospital Realisation and Maintenance. Basic Computer literacy and Project Management are essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Competencies: Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
DUTIES: Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Ensure proper management of Complaints, Complements & Suggestions and Patients Safety Incidents in the hospital. Ensure implementation of National Core Standards. Manage clinical audits system. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standards in the institution. Coordinate compilation of quality improvement plans and communicate with external and internal stakeholders. Provide leadership in quality assurance unit, staff and customer training. Perform other duties that are delegated by the Supervisor/Manager.

ENQUIRIES: Ms. M.A. Mahlare Tel No: (011) 923 – 2245

APPLICATIONS: to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtained from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that the successful candidate will be subjected to OHS medical Surveillance as required in the HBA regulation within the OHS act 85 of 1993. Security and reference check.

CLOSING DATE: 13 September 2019

POST 31/120: CLINICAL COORDINATOR - EMPLOYEE HEALTH AND WELLNESS AND OHS REF NO: HRM 21/2018

Directorate: Nursing Services

SALARY: R444 276 per annum (Plus Benefits)

CENTRE: Sterkfontein Hospital

REQUIREMENTS: Diploma in Nursing (R425 or equivalent) B-Tech / in Nursing. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS. Proof of registration with SANC. A minimum of seven years’ experience as a Professional Nurse, 2 – 3 years of the period above must be in the implementation of Health and Wellness Programmes; EAP, HIV AIDS, STI & TB, OHS. Must be Computer literate and have a valid driver’s licence. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organising, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

DUTIES: Provide operational and effective management of the integrated Employee Health and Wellness Program which include the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health Services to employees that will promote, protect and restore employee’s health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic’s and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

ENQUIRIES: Ms. M. Sono Tel. No: (011) 951-8202

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Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

Closing Date: 13 September 2019

Post 31/121: Human Resources Manager

Directorate: Office of the Dean/CEO

Salary: R376 596 – R443 601 per annum (including benefits)

Centre: SMU Oral Health Centre

Requirements:


Duties:


Enquiries:

Applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed on or before The Due Date to iris.makgatho@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

For Attention:

Mrs I Makgatho

Note:

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted. The SMU OHC reserves the right not to make an application.
POST 31/122: ASSISTANT DIRECTOR: PATIENT ADMINISTRATION
REF NO: REFS/004463

CLOSING DATE: 13 September 2019

SALARY: R376 596 - R443 601 per annum (Level 09) (plus benefits)

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS:
National Diploma or equivalent NQF 6 certificate in Public Administration/Office Management or related qualification. At least 5 years’ experience in patient administration. Knowledge and understanding of the application of Government and Departmental policies and guidelines. Strategic capability and leadership. Good communication / (verbal and written) and computer skills (MS Office package). Ability to work independently and under pressure. Able to co-ordinate with other units of the department. Be a team player with the ability to work cross functionally.

DUTIES:
Provide administrative support to patient admin & support directorate. Plan, organize and control administrative activities pertaining to patients. PMDS of Supervisors and staff. Conduct daily inspections of departments. Manage the electronic filing system. Monitor and control the frontline and hotel services in accordance to the deliverology tool. Champion and assist the team by communicating mission and vision of the unit. Knowledge of PFMA and Treasury Regulations. Management of human and physical resources.

APPLICATIONS: to be addressed to, The Human Resource s, Tembisa Provincial Tertiary Hospital, Private bag x07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a medical screening test.

POST 31/123: OCCUPATIONAL THERAPIST (PRODUCTION) REF NO: HRM 81/2019

Directorate: Occupational Therapy

SALARY: R317 976 – R439 164 per annum grade 1-3 salary will be according to the years of experience as prescribed by the occupation specific dispensation

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS:
Degree/Diploma in Occupational Therapy. Appropriate clinical experience in the field of occupational therapy in all areas. Registration with the HPCSA as an Occupational Therapist is compulsory with proof of current years’ registration. Good computer skills, communication, supervisory, planning and organizational skills. Ability to work in a multi-disciplinary team. Additional certificates/in-depth experience in splinting and pressure garments would be an added advantage.

DUTIES:
Rendering comprehensive occupational therapy production services in the field of adult physical conditions, Pediatrics and Psychiatry conditions. Assist in the management of all resources in the allocated sub-section(s), including supervision, performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training allocated occupational therapy students and medical students as required. Participate or contribute to research activities related to scope of Occupational Therapy

APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169,
Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 September 2019

POST 31/124: OCCUPATIONAL THERAPIST REF NO: TRH 06/ 2019

Salary: Grade 1: R317 976 per annum (plus benefits)

Centre: Tshwane Rehabilitation Hospital

Requirements: Bachelor’s in occupational therapy. Registration with HPCSA as an Occupational Therapist and annual proof of payment. Good communication skills and computer literacy will be an added advantage. Experience: Grade 1. Have completed community service. Ability to work in a team, interdisciplinary approach.

Duties: Render patient centered Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g., Community service therapist and or Occupational Therapy Assistants/Technician). To participate in student training, supervision and performance evaluation. Implement, maintain quality assurance and National core standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institution.

Enquiries: Ms M Mogale Tel No: (012) 354 - 6819

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

NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity, therefore all the appointments will be made in accordance with the Employment Equity target of the department. Males and People with disabilities are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South Africa Police Service.

CLOSING DATE: 20 September 2019

POST 31/125: SWITCHBOARD OPERATOR REF NO: SO/CMJAH/001/2019

Salary: R257 508 per annum (plus benefits)

Centre: Charlotte Maxeke Johannesburg Academic Hospital

Requirements: Grade 10/Grade 12 or equivalent with more than 10 years’ experience. Relevant tertiary qualification with 0 to 2 years’ experience. Must have knowledge of a wide range of work procedures such as Administration procedures relating to specific working environment including norms and standards, Computer and training knowledge. Ability to operate a computer (both hardware and software), maintaining discipline, problem solving and analytical thinking skill. Post matric ITC qualification and 2 to 3 years’ experience in VOIP telephony, advanced switchboard ICT technical experience will serve as added advantage. Client focus and sound interpersonal skills including conflict management. Experience in networking and switching. Sound telephone etiquette and superior listening with clients as all levels knowledge of Batho Pele principles. Time management skills. Ability to handle stressful situations and dealing with difficult clients/users. Due to nature of the work incumbents will be working 24/7 day & night shift (07h00=19h00) and/or 19h00-07h00) including public holidays as per the duty roster and work overtime whenever required.

Duties: Provide effective installation, maintenance and support for the hospital telephone system and IP network equipment. Communicate with management and other departments to handle any escalating issues in a timely manner. Communicate and maintain up to date, accurate documentation including equipment, wiring and network topology. Compile timely, comprehensive, and accurate reports for management decision making. Provide a switchboard
service to all internal and external clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through email/sms system. Provide highest level of prompt and friendly response related to switchboard queries. Update maintain accurate contacts and information lists of service, departments, staff members, and application requirements. Assist with any telephone related duties required by management.

ENQUIRIES : Mr. T. Twala Tel No: (011) 488 4664
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 07, No. 17 Jubilee Road, Parktown 2193.
NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical.

CLOSING DATE : 13 September 2019

POST 31/126 : TRANSPORT OFFICER REF NO: TRANS /2019/01 (X1 POST)

SALARY : R257 508 per annum
CENTRE : Gauteng Ems: Ekurhuleni District
DUTIES : Management and maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Compile and maintain the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in good roadworthy condition and that they are serviced on a regular basis. Ensure timeous licensing of vehicles. Manage accident, take reports of accidents, theft and losses. Reconciliation of electronic log sheet or any other trip monitoring systems. Co-ordinate monthly transport expenditure and compile monthly reports. Perform standby duties as outlined by the Chief Directorate. Supervise subordinates. Perform any other duties as delegated by the Supervisor. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s).

ENQUIRIES : Mr. Rambau TT Tel No: (011) 564 2001
APPLICATIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685
NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE : 13 September 2019

POST 31/127 : SKILLS DEVELOPMENT OFFICER REF NO: REFS/003909
Directorate: Human Resource
Re-Advertised

SALARY : R257 508 - R303 339 (Level 07) (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and 05 years’ experience in Human Resource Department at least 02 years must be in HRD and PMDS or National Diploma/ three (3) years qualification and 02-years’ experience in Human Resource Department at least 01 years must be in HRD & PMDS experience.
DUTIES : Supervise/Monitor the coordination of the training and Development interventions as per operational plan. Compile Workplace Skills Plan. Training staff on Performance management system and other generic trainings. Ensure

ENQUIRIES : Mr. N. Ramolumisi Tel No: (011) 923 – 2080/2331
APPLICATIONS : to be addressed to, The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged, If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE : 13 September 2019

POST 31/128 : SERVER ADMINISTRATION (ICT)
Directorate: Office of the Dean/CEO

SALARY : R257 508 – R303 339 per annum (Level 07) (ICT salary)
CENTRE : SMU Oral Health Centre

REQUIREMENTS : Grade 12 with National Diploma / Degree in Information Technology and Computer Science, MCSE or MCITP will be an added advantage. Current 3-5 years practical experience in the provision and support of directory services & core server infrastructure and associated services. Knowledge of System Performance; Server Performance Management; TCP/IP, DNS and DHCP protocols; Windows and Linux Servers; Server Operations, Server applications, etc. Knowledge of both physical and virtualized servers, especially Hyper-V. Understanding of the government regulations. A solid understanding of hardware and software support for client system/solutions. Server & storage related technologies & related management toolsets and solutions. Service Management Systems (ASPECT /ARS/ITSM7) or equivalent applications. ICT Operational Trends; Network Operating Systems; Project Management; NOS/Active Directory/Virtualisation; Quality assurance standards; DNS, E-Mail, software deployment, Patch management, Core Stack builds; VPN technologies and concepts; Disaster Recovery; Virtualisation technologies and concepts; Computer and network security principles; Operating System Stack builds (OS Imaging); Service Level Management. Skills: Proficiency in maintenance of Core Server Infrastructure and Services (Patch management, Antivirus, DNS, DHCP, Agents etc.); Microsoft administration and related services; Virtualised server designs and support; Server monitoring; Server operating system rebuilds and restore; Domain controllers rebuild and restore. Communication skills, Interpersonal skills, Self-Management skills and Intellectual skills.

DUTIES : To maintain the Medical Supplies Depot core server infrastructure. Rectify faults affecting availability. Install / configure servers and other related devices. Resolve medium to high operational incidents and requests. Provide support associated services within the Medical Supplies Depot enterprise or LAN environment to ensure good service delivery. Ensure server infrastructure availability, capacity, and uptime / response time. Investigate / confirm / refer / log a call for any issues relating to the server environment responsible for. Installation / configuration of the Microsoft Server Platform / SAN Storage. Clustering and load balancing. Implement procedures and standards for Directory Services, Messaging, VMware, Backup, Data Security and related services and monitor adherence thereof using Services Toolsets &
Dashboards. Resolution and handling of medium to high operational incidents as per SLA incident handling timeframes.

**ENQUIRIES**
Prof Stephen Hendricks, Dean & CEO Tel No: (012) 521 4801

**APPLICATIONS**
Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**FOR ATTENTION**
Mrs I Makgatho or Ms Pretty Rangoato

**NOTE**
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timely and 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 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted.

**CLOSING DATE**
13 September 2019

**POST 31/129**
CHIEF CLERK: PATIENT ADMINISTRATION REF NO: REFS/004462

**SALARY**
R257 508 - R303 339 (Level 07)

**CENTRE**
Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**
Grade 12 or equivalent qualification with 10 years administration experience in the public service Health System. Knowledge of PAAB system. Must have excellent communication skills and interpersonal relationship skills. Computer literacy. Ability to function independently, under pressure and work shifts. Knowledge and understanding of legislative framework governing the public service (e.g. PFMA).

**DUTIES**
Supervision of shift workers. Ensure adherence to departmental policies and Procedures Provide Leadership in the frontline service. PMDS for staff. Assistant with duty rosters and allocation of staff. Check attendance registers and monitor all leave of subordinates. Training needs analysis of staff. Execution of any other duties related to admin and support service unit as instructed by the supervisor.

**ENQUIRIES**
Mrs. M.M. Mathabela Tel No: (011)923 2115

**APPLICATIONS**
to be addressed to, The Human Resource s, Tembisa Provincial Tertiary Hospital, Private bag x07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665.

**NOTE**
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a medical screening test.

**CLOSING DATE**
13 September 2019

**POST 31/130**
LABOUR RELATION OFFICER REF NO: ODI/07/08/2019

**SALARY**
R257 508 per annum

**CENTRE**
Odi District Hospital
REQUIREMENTS: Degree/Diploma (NQF Level 6) in Human Resource Management Labour Relations or relevant equivalent qualification. Minimum of two years' experience in Labour Relations. The candidate must have excellent understanding of relevant legislative and public health sector prescripts. The candidate must possess excellent presentation, investigation, interpersonal and conflict resolution skills. Must be computer literate (Ms Office). A valid driver's license.

DUTIES: Investigate misconduct cases. Facilitate resolution of grievances filed with the Labour Relations office. Contribute in the development of the annual Labour Relations capacity plan. Deliver training or workshops in line with Labour Relations capacity plan. Provide secretarial support in Bilateral and Multilateral meetings. Contribute in the promotion of labour space in the workplace. Maintain proper record keeping of Labour Relations documents.

ENQUIRIES: Mr. Sekwele LR Tel No: (012) 725 2460
APPLICATIONS: Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION: Mr. Makhudu ME
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/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability. People with disability are encouraged to apply.

CLOSING DATE: 13 September 2019

POST 31/131: PROFESSIONAL NURSE GRADE 1 (X5 POSTS)
Directorate: Office of the CEO/Dean

SALARY: R256 905–R297 825 per annum (all inclusive package)

CENTRE: SMU Oral Health Centre

REQUIREMENTS: Diploma Degree in General nursing registered with South African Nursing Council as a Professional Nurse. Current Registration with SANC. Good communication skills /verbal and written. Must at least have 10 years Nursing Care /Experience. Must have experience in Dental Nursing. Must have driver’s license. Competent in Report writing skills. Competent in Computer literacy in MS Word, Excel, PowerPoint, Publishing. Experience & Qualification in working in Theatre (preferably Dental). Sound interpersonal skills are necessary. Experience in application of NDOH, National Core Standards and NDOH Quality Priorities. Demonstrate basic understanding and application of HR and financial policies and practices. Working Experience & Ability to plan and organize own work, time and that of support personnel to ensure proper smooth running of theatre slip and procedures. Working Experience of work in Rural Health Institutions at Clinic, CHC or District level. Experience in Clinical Research. Working Experience in Quality Health Care Programs, Reporting and its implementation and Reporting. Working Experience in Audit Action Plans, Emergency Risk, Risk Management and Recovery Plans. Working Experience in Dental Quality Assessment of Care Programs. Experience working with Dental Assistants. Working Experience in Employee Wellness and EAP Program; Working Experience in Health Services Research .Working Experience in Health Risk Management and Administration. Skills in Conflict Management.

DUTIES: Provision of high quality Oral Health and Nursing Care that is Holistic and Patient care centered in preferentially Maxillo Facial & Oral Surgery Clinics but not to excluding on other Oral Health Clinic Specialty disciplines. Work in Dental Theatres & Premedication of Patients. Ensuring that Oral Health Nursing care provided is within the scope of Practice of nurses and the legal framework. Maintain a Professional and Ethical practice as well as enabling Oral Health environment for ethical practice. Maintain a constructive working relationship with Oral Health nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Ensure
compliance with six key Quality priorities. Perform any other duties additional where so required for Service Delivery Platform. Work Overtime where required.

ENQUIRIES
APPLICATIONS
Prof SJH Hendricks, Dean & CEO Tel No: (012) 521 4801
Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
NOTE
Mrs I Makgatho or Ms Pretty Rangoato
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE
13 September 2019

POST 31/132
PHARMACIST ASSISTANT (POST-BASIC) GRADE 1
Directorate: Office of the CEO/Dean

SALARY
R208 383 – R234 738 per annum (with benefits)

CENTRE
SMU Oral Health Centre

REQUIREMENTS
A post basic Pharmacist Assistant qualification. Registration as Pharmacist Assistant (Post basic) and a minimum of five (5) years appropriate experience after registration as a Pharmacist Assistant (post basic).

DUTIES
Receive, read and check the prescription/order for legality, authenticity and validity. Prepare labels. Prepare and pack pharmacy products. Complete and maintain documentation. Distribute and/or issue pharmacy products. Identify and report excessive drug usage and deviations. Order and receive stock. Issuing and dispatching of stock. Bulk compounding of stock in accordance with the SOP. Sign performance contracts on annual basis. Take part in the Gauteng turnaround strategy. Create and maintain the filing system for all documents in the unit. The incumbent will be required to perform duties at DGMAH Pharmacy as well.

ENQUIRIES
APPLICATIONS
Prof SJH Hendricks, Dean & CEO Tel No: (012) 521 4801
Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before The Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION
NOTE
Mrs I Makgatho or Ms Pretty Rangoato
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. 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. Applications can be emailed on or before due date but all original required completed and certified application documents must be submitted within 5 days of closing date. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. No copies of previously certified copies will be allowed. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted.
CLOSING DATE : 13 September 2019

POST 31/133 : ADMINISTRATION CLERK REF NO: 003536
Directorate: Patient Affairs Department
Re-advertisement (candidates who applied previously may re-apply)

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Admiration. Data capturing. Administration procedures relating to specific working environment including norms and standards. Planning and or organising. Reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: grade 12 with 2 to 5 years’ experience in Patient Administration or diploma/degree as the admin clerk or as a generalist in Patient Administration. Knowledge of Hospital Information System (MEDICOM). Be professional and customer orientated in line with the Batho Pele Principles and the six ministerial priorities. Abide by code of conduct and show a positive attitude. Good communication and interpersonal skills. Knowledge of acts that govern Patient Administration, i.e MEDICOM, PFMA, Patients’ rights, Batho Pele Principles, Procedure Manual II and UPFS. Must relief other colleagues and as part of a team.

DUTIES : General administration duties as instructed by Head of Department. Submitting of Patient files to Medical Records on regular basis. Register and secure appointments and admissions. Do ward census. Transfer patients on system. Updating of known patients and all other patients with insufficient information. Use ITC (Trans Union) to check patient financial status. Enter ICD 10 codes. Attend to enquiries by public/community. Classifications and other information relating to patients must be updated as required and work as part of a team by ensuring accurate capturing of data and billing procedures for billing purposes. Capture down time in line with Circular 11 of 2014. Update patient information on visit and review classifications. Strictly adhere to internal controls processes. Compile departmental stats if required. Attend meetings, workshops and trainings as delegated by managers and supervisors. Work strictly in line with Auditor General and National Core Standards requirements. Perform duties in accordance with job description.

ENQUIRIES : Mr. M Molefe Tel No: (011) 488 3862
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
printing of departmental publications to ensure effective communication to all stakeholders (e.g. Annual reports, Departmental newsletters/brochures). Assist in branding and events management. Design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the communication strategy. To promote and enhance internal and external communication within the hospital. Update information on the website and liaise with the website designer on matters related. Monitor media coverage and compile a synoptic report.

ENQUIRIES
APPLICATIONS: Ms. L Mogapi Tel No: (012) 354 3886
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 September 2019

POST 31/135: FINANCIAL CLERK REF NO: HRM 83/2019
Directorate: Finance

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 Certificate (National Diploma will be an added advantage) and the following key competencies: Knowledge of: Accounting and Basic accounting system (BAŠ) MEDICOM and understanding of Public Finance Management Act, Treasury Regulations, computer literacy (Spreadsheets techniques) and numeracy. Ability to use Excel, communication at all levels.

DUTIES: The successful candidate will be expected to perform all office related tasks. This comprises to raise patient’s invoices, be familiar with ICDI) Code, IOD, RAF, Defence, SAPS and Correctional services. Making follow ups of outstanding debts, writing off long outstanding untraceable debts and submission of patient's accounts to different stakeholders.

ENQUIRIES
APPLICATIONS: Mrs. A Matumba Tel No: (012) 354 1131/2689
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 September 2019

POST 31/136: FINANCE CLERK REF NO: ODI/13/08/2019/01 (X1 POST)
Directorate: Finance

SALARY: R173 703 per annum
CENTRE: Odi District Hospital
REQUIREMENTS: Grade 12 with Accounting /Mathematics plus 2 years relevant experience in Finance, appropriate National Diploma/Degree in Accounting, Finance Management, Cost Management or Internal Auditing with 1 year experience. Knowledge of Public Finance Act (PFMA) and Treasury Regulations, DORA. Computer Literate. Good customer relations and communication skills. Knowledge of transversal system BAS, SAP and SRM. Experience in budget control and IYM (In year monitoring), driver’s licence will be an added advantage.

DUTIES: Compile and capture journals, reconciliation of NHLS, capturing, processing and allocating invoices through E invoicing (SAP). Approving of captured RLS01. Attending to supplier’s queries with GDF, checking and allocation of RLS01. Reconciliation of supplier’s statements, management of petty cash, reconciliation of standalone systems e.g. SAP/BAS, Medsas/BAS, submission of reports to head office monthly and perform any other delegated duties by supervisor.

ENQUIRIES
APPLICATIONS: Ms. J Lamola Tel No (012) 7725 2433/2434
Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane.
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/s and ID document not older than three months. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability. People with disability are encouraged to apply.

CLOSING DATE: 13 September 2019

POST 31/137: FINANCE CLERK REF NO: ODI/13/08/2019/02 (X1 POST)
Directorate: Finance (Account and Billing)

SALARY: R173 703 per annum
CENTRE: Odi District Hospital
REQUIREMENTS: Grade 12 with Accounting/Mathematics plus 2 years’ experience in Finance and revenue collection or a minimum of 3 years National Diploma / Degree in Accounting/ Finance Management /Internal Auditing with 1 year experience. Sound knowledge of PFMA, Treasury regulation and DORA. Good knowledge of PAAB/MEDICOM, BAS System and computer literacy. Excellent communication, writing skill and good interpersonal relation. Experience in the field of financial environment and hospital policies would be an advantage. A valid driver’s licence will be an added advantage.


ENQUIRIES: Mr. PM Chaba Tel No: (012) 725 2404
APPLICATIONS: Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane.

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/s and ID document not older than three months. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability. People with disability are encouraged to apply.

CLOSING DATE: 13 September 2019

POST 31/138: ADMINISTRATION CLERK REF NO: TDH09/2019 (X1 POST)
Directorate: Patient Affairs

SALARY: R173 703 per annum
CENTRE: Tshwane District Hospital
REQUIREMENTS: Grade 12 and computer certificate, good communication and interpersonal skills. Ability to prioritize work, work under pressure and meet deadlines. Good writing and editing skills and must be computer literate.

DUTIES: To render administrative all support functions. Sorting, filling and safe keeping of patient’s records. Ordering, receiving and issuing of stock. Registration, admissions of patients from casualties, X-Rays, OPD and wards. Administer all functions regarding state money. Provide assistance and information to all other staff members, patient and public at large. Adhere to Batho Pele principles and code of conduct. Willingness to work shifts, weekends and during public holidays. Must be willing to always assist in other departments. Willingness to rotate to all other administration sections as and when required.

APPLICATIONS: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 Or Candidates should apply directly to the Hospital in HR Department.

ENQUIRIES: Ms Lewis A Tel No: (012) 354 7364
CLOSING DATE: 13 September 2019
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS:
Please apply online at www.gautengonline.gov.za

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). No late applications will be considered.

OTHER POSTS

POST 31/139: DEPUTY DIRECTOR: SOCIAL HOUSING AND PROPERTY MANAGEMENT
REF NO: REFS/004484

SALARY: R733 257 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Matric plus BTech/Degree (NQF Level 7) in built environment/ property/ construction/Commerce. A minimum of 3 - 5 years' experiences at Middle management level. Knowledge: Property management, Inventory Management, public finance management act, treasury regulations, property related, social housing & inventory management legislations, market trends, construction industry, state property management acts, social housing act, by-laws and ordinances, contract management, financial management, corporate governance and project management. Skills: computer literacy, facilitation skills, good report writing and presentation skills, good communication skills, ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Ability to travel. A valid driver's license.

DUTIES: The incumbent will be responsible for social housing programme and immoveable asset and inventory management functions within the department with the following key results areas in accordance with approved strategic plan, annual performance plan and business plan: oversee the development and review of property strategies. Facilitate the assessment of social housing projects in Gauteng. Programme management of inventory in the department in accordance with related legislative requirements. Prescribe, monitor and evaluate the reporting responsibilities for inventory. Ensure that all inventories are recorded and accounted for. Control the updating of the inventory register with every transaction. Reconcile the inventory registers with the amount paid on FMS (General Ledger) on a monthly basis. Facilitate the maintenance of immovable assets. Assist in the development of immovable asset and inventory management policies, strategies and guidelines. Manage the identification, evaluation, management and implementation control of risks. Provide management support to the unit/section.

ENQUIRIES: Ms Mpho Mamashela Tel No: (076) 152 3167
CLOSING DATE: 20 September 2019

POST 31/140: ASSISTANT DIRECTOR: ONLINE MEDIA CHANNELS AND RESEARCH
REF NO: REFS/004485

SALARY: R376 596 per annum
CENTRE: Johannesburg
REQUIREMENTS: Matric plus a National Diploma/ Degree in Communications/Media Studies /Journalism, with a minimum of 3 - 5 years’ experience in Communications/Media/Online Media space. A valid driver’s license. Competencies and Skills: Excellent communication skills (written and verbal), interpersonal relations, analytical thinking, problem solving and decision making, presentation skills. Strong administrative, organisational, analytic and managerial qualities. Must be tech-savvy. Proven track record working in a
service delivery environment. Ability to communicate effectively and work under stressful environments.

**DUTIES**
Manage current and emerging online digital and social media platforms. Daily content monitoring, research, management and posting. Develop online specific multimedia infographics for all media platforms. Website editorial input and overall maintenance. Strengthen and enhance the Department's profile through all platforms digital and traditional. Provide general content and media support to the Unit. Assist from a digital point of view with proactive and efficient media engagements across all platforms. In addition, contribute to the development of key content products such as media statements, opinion pieces, speakers' notes, media plans, strategies and messages.

**ENQUIRIES**
Mrs Zandi Gamedze Tel No: (071) 677 3757

**CLOSING DATE**
13 September 2019

**POST 31/141**
LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/004486 (X2 POSTS)

**SALARY**
R373 389 - R912 504 per annum (all-inclusive OSD remuneration Package)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric plus LLB Degree qualification or equivalent, a minimum of two (2) years or more post qualification experience. Admission as an Advocate or Attorneys of the High Court of South Africa. Knowledge and skills: Knowledge of the Public Finance Management Act, Promotion of Access to Information Act, Labour Relations Act, Housing Act and relevant Public Service legislation and regulations. Contract drafting skills, Knowledge of Court Rules and procedures, Verbal and written communication skills, leadership skills, analytical, performance management, problem solving, Batho Pele principles. Computer literacy, financial management, departmental policies, analytical, interpretation of Acts and Regulations.

**DUTIES**
Attend to drafting of contracts and relevant documents. Provide legal advice and opinions to the Department. Attend to litigation on behalf of the Department. Liaise with third parties. Represent the Department on all legal matters.

**ENQUIRIES**
Ms. N Motaung Tel No: (079) 695 0811

**CLOSING DATE**
13 September 2019