PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability

OTHER POSTS

POST 33/189 : MEDICAL OFFICER (FAMILY MEDICINE/SURGERY/INTERNAL MEDICINE) REF NO: 02/09/2019

SALARY : Grade 1 R821 205 per annum (TCE Package)
          Grade 2: R938 964 per annum (TCE Package)
          Grade 3: R1 089 693 per annum (TCE Package)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : Degree or equivalent qualification, Plus Registration with Health Professional as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner Post Community Service and verification. Proof of work Experience for previous and current work experience endorsed and stamped by HR must be attached.

DUTIES : Ability to diagnose and manage common Medical and Surgical problems including emergencies in the major clinical disciplines and Anaesthetic skills. Knowledge of current Health and Public service legislation, regulations and policies. Good communication, verbal, leadership, interpersonal skills. Ability to function as part of a multi-disciplinary team to District/Regional level. Ability to work under pressure and maintain meaningful relationships with all relevant stakeholders. Key Performance Areas: Consultation, diagnosis and treatment of patients in outpatients, casualty, and in the wards (medical and surgical patients) Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participate in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going Medical Education. Collaboration with Medical Practitioners and other Health Care workers in neighbouring Health Institutions to promote and effective District Health service. Successful candidate is expected to perform commuted Overtime.

ENQUIRIES : Dr. J.B Ikombele Tel No: (012)842 0958

APPLICATIONS : Applications to be sent to Mamelodi Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East 0122

NOTE : Applications must be submitted with a Z83, CV, Certified copies of ID and Regional Hospital is committed to the pursuit of diversity, Redress and will promote representation interns of race, disability and gender.

CLOSING DATE : 04 October 2019

POST 33/190 : MEDICAL OFFICER - PAEDIATRICS REF NO: FERH/MED/10 (X1 POST)

Directorate: Medical

SALARY : R821 205 - R884 670 per annum (All inclusive package)

CENTRE : Far East Rand Hospital

REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a medical officer. Must be post community service. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Ability and willingness to work closely with other disciplines. The following will be added advantage paediatrics advanced life support (PALS) and neonatal resuscitation course.

DUTIES : Provision of 24 hours paediatric services. Manage critically ill patients in paediatric, Neonatal unit, ICU and HIV clinic. Participate in commuted overtime. Supervision and training of community service, medical interns and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality and cost effective services keeping in mind Batho Pele principles. Assist in department in compliant with the national core standards. Perform clinical audits. Participate in conducting of morbidity and mortality meetings (M&M)

ENQUIRIES : Dr P Lobo Tel No: (011) 812 8546
APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of Health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE: 27 September 2019

POST 33/191: DEPUTY DIRECTOR MONITORING & EVALUATION REF NO: SEB-MON-01
Directorate: Planning, Monitoring and Evaluation

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

CENTRE: Sebokeng Hospital

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

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

ENQUIRIES: Ms. MA Madolo Tel No: (016) 930 3300/06
APPLICATIONS: Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges. Recommended candidates will undergo medical surveillance.
NOTE
applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document( no copies of certified copies allowed. Certification should not be more than 3 months old).Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disability are encouraged to apply.

CLOSING DATE : 27 September 2019

POST 33/192 : CLINICAL PSYCHOLOGIST REF NO: TRH 07/2019
Directorate: Allied

SALARY : Grade 1: R713 361 per annum (inclusive salary package)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Master’s degree in Clinical Psychology, registration with HPCSA as an independent practitioner and proof of registration with the council for the current financial year. The candidate should have the ability to work with the clinical team using patient centred, goal oriented and interdisciplinary approach. Experience with rehabilitation of persons living with disabilities and fluency in any ethnic language will be an added advantage. The candidate must be willing to participate in various hospital committees to assist the institution to achieve its objective (e.g Quality Assurance etc), participate in health awareness campaigns and staff in-service training. Abilities: Computer literacy, good interpersonal and communication skills. Experience: grade 1: have completed community service as a Clinical Psychologist.

DUTIES : to conduct and complete diagnostic assessments and treatment of patients. To provide quality and sustainable psychological services according to the standards outlined by the HPCSA. Implement psychology care management activities according to a clinical psychologist’s scope of practice and act upon breaches of law relating to practice standards and professional code of conduct. Good understanding and knowledge of ethical practice within the profession in order to guide the clinical team. Implement a comprehensive plan for the promotion of mental healthcare services, treatment and rehabilitation of patients. Administer treatment plans in accordance with prescribed norms and standard guidelines and treat accordingly. To promote and develop the profession of clinical psychology. Provide psychological support to patient's and caregivers where applicable. Reporting and communicating on the continuity of care to interdisciplinary team and make appropriate referrals when necessary. Provide mentorship and guidance to community service Psychologist and allocated students. Adhere to record keeping standards and keep accurate statistics. Develop own skills and knowledge by identifying and attending relevant courses, workshops, work group etc. Adhering to all prescribed policies and principles of the department of health e.g Batho Pele Principles, Patient Rights etc.

ENQUIRIES : Ms K Ngubeni Tel. No: (012) 354 – 6125
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 27 September 2019

POST 33/193 : CLINICAL PSYCHOLOGIST REF NO: H/PSYC/01 (X1 POST)
Directorate: Allied

SALARY : R713 361 - R784 278 per annum (All inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : Senior certificate (Grade 12/Matric) and Appropriate qualification that allows registration with the health professional council of South Africa (HPCSA) as a Clinical Psychologist (No experience required after registration as a Clinical Psychologist independents practitioner in respect of RSA qualified employees who performed community service in the relevant qualification as required in RSA) . Current registration and registration certificate with HPCSA as a Clinical Psychologist.

DUTIES : Assessing clients’ needs abilities or behaviour using variety of methods, including psychometric tests, interview and direct observation of behaviour.
Working as part of the multi-disciplinary team alongside doctors, nurses, social workers, health professionals, health visitors, psychiatrist, and occupational therapist. Devising and monitoring appropriate treatment programs including therapy, counselling or advice, in collaboration with colleagues. Offering therapy and treatment for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behaviour. Developing and evaluation services provision for clients. Providing consultation to other professions, encouraging a psychological approach in their work. Counselling and supporting careers, carrying out applied research, adding to the evidence base of practise in a variety of health care settings. Assess and identify psycho-social problems of employees through counselling and applying appropriate intervention. Contribute to the department’s planning, budget and procurement process as well as monitoring and evaluation. Assist with incapacity leave evaluation. Run therapeutic groups and participate in wellness events.

ENQUIRIES : Dr P Lobo Tel No: (011) 812 8546
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form, CV, certified copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE : 27 September 2019

POST 33/194 : HEAD OF DEPARTMENT (PNDIII) REF NO: 004572
Directorate: Nursing Education and Training

SALARY : R579 696 per annum
CENTRE : SG Lourens Nursing College
REQUIREMENTS : A Diploma/degree in General Nursing and Midwifery. A diploma/degree in Nursing Education and Administration. Registration with the South African Nursing Council. A Minimum of nine (9) years appropriate/reconisable nursing experience after registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/reconisable experience in Nursing Education. The ability to plan and organise own work and manage training programmes to meet trainings outcomes. Valid driver’s licence and the ability to apply computer technology. Knowledge of Human Resources and Finance Management. Good communication, supervisory, report writing and presentations skills.

DUTIES : Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

ENQUIRIES : Ms J Malobola Tel No: (012) 319 5601
APPLICATIONS : Applications must be submitted to SG Lourens Nursing College, Private Bag x 755 Pretoria 0001 or Hand Deliver: Corner Soutpansberg and Theodorehove road Pretoria OR apply online at www.gautengonline.gov.za

NOTE : Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference

CLOSING DATE : 27 September 2019
POST 33/195: OPERATIONAL MANAGER PNB3 (OPERATING THEATRE)
Directorate: Nursing

SALARY: R562 800 per annum (plus benefits)

CENTRE: Edenvale Hospital

REQUIREMENTS:
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Current SANC receipt. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant. A copy of proof of service to be attached.

DUTIES:
Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service.

ENQUIRIES: Mr. T.M Rankhumise Tel No: (011)321 6000
APPLICATIONS: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE: 27 September 2019

POST 33/196: OPERATIONAL MANAGER FERH/OM/06 (X1 POST)
Directorate: Nursing

SALARY: R444 276 - R500 031 plus benefits

CENTRE: Far East Rand Hospital

REQUIREMENTS:
Basic nursing diploma/degree and midwifery registered with South African Nursing council (SANC) as a Professional nurse. A minimum of seven (7) years' appropriate recognisable experience after registration as a professional nurse with SANC.

DUTIES:
The incumbent will be responsible for female medical unit. The overall supervision and provision of a holistic, safe patient care will be her responsibility in this unit. The planning, organizing and control of departmental activities in the unit. The co-ordination of duties performed by all categories of staff. The preparations and implementation of all quality imperatives according to the quality assurance directives will be managed, monitored and evaluated by the operational manager of this area. Planning, implementation and evaluation of nursing staff performance as well as work attendance. Ensuring material resources availability for the unit as well as escalating all deviations that will bring the department into disrepute to management.

ENQUIRIES: Ms K Tinghitsi Tel No: (011) 812 8318
APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational
Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE** : 27 September 2019

**POST 33/197** : CLINICAL PROGRAMME COORDINATOR GRADE 1-2 (QUALITY ASSURANCE) REF NO: CCRC/QA/09/01 (X1 POST)

Directorate: Nursing

**SALARY** :
- Grade 1: R444 276 per annum (OSD)
- Grade 2: R515 040 per annum (OSD)

**CENTRE** : Cullinan Care and Rehabilitation Centre

**REQUIREMENTS** : Grade 12 certificate. Basic qualifications accredited with the South African Nursing Council in terms of Government Notice 425. ie Diploma / Degree in Nursing. A minimum of 8 years appropriate /recognizable experience in General Nursing. At least 3 years of the above period referred to must be appropriate/recognisable experience as a quality Assurance coordinator. Quality Assurance champion will be an added advantage. A valid driver’s license. Competencies (Knowledge/ Skill; experience in nursing management. Excellent computer skills (MS Word, Excel and power point). Sound interpersonal, managerial, communication and leadership skills. Sound knowledge in Total Quality Management and Infection Prevention Control. The ability and knowledge to direct a Multidisciplinary team to resolve complaints and Patient Safety incidents. Good writing and verbal skills in English. Preferably able to speak three or more South African languages. Analytical strategic thinking and creativity. Ability to capture, interpret and report on relevant data.

**DUTIES** : Responsible for effective coordination and monitoring of quality assurance, quality improvement, infection prevention and control programmes. Manage and ensure that complaints and Patient Safety Incidents are duly recorded, adequately investigated and finalized within stipulated timeframes. Participate in selected clinical audit projects. Conduct Patient Experience of Care and respond appropriately to results. Assist with Rehabilitation Centre and provincial performance excellence programmes. Monitor and assist with continuous assessment of the National Core Standards for Health Establishments in South Africa Including Ideal Health Facility Framework/ Ideal Clinic Framework management. Identify and promote quality improvement initiatives. Active participation in the activities of the Quality Assurance Committee as a member and coordinate reports pertaining to performance indicators. Attend mortality and morbidity meetings. Assist with data collection, analysis and reports pertaining to total quality management in the Rehab Centre. Optimal utilisation of resources and implementation of the Performance Management System.

**ENQUIRIES** : Mr JJ Ngcobo Tel No: (012) 734 7050

**APPLICATIONS** : may be submitted at HR Department, Rayton Road, Cullinan or posted to Cullinan Care and Rehabilitation Centre, for the attention of Recruitment Section.

**NOTE** : Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and certified current SANC annual practice certificate. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 persons of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Cullinan Care and Rehabilitation Centre reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Department of Health supports and encourage persons with disabilities to apply.

**CLOSING DATE** : 27 September 2019

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POST 33/198

MIDDLE MANAGER: ADMIN HUMAN CAPITAL PROVISIONING REF NO: CHBAH 213 (X1 POST)

Directorate: Human Resource

SALARY

R376 596 – R443 601 per annum (Level 09) (plus benefits)

CENTRE

Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

Grade 12 or equivalent qualification and National Diploma/Degree in Human Resource/Public Administration or equivalent qualification with five (5) years' experience in recruitment, selection and appointments in a supervisory level. Experience in dealing with the public. Computer literacy (Microsoft Office Suite). Experience in recruitment and selection plus Persal System knowledge is an essential requirement for the post. Competencies/Knowledge/Skills: Knowledge, understanding and ability to implement and manage legal prescripts that regulate human resource and recruitment and selection. Sound knowledge of the recruitment and selection processes, policies, public service regulations, public service act, national core standards and a myriad of other relevant human resource legislative imperatives. High level of reliability and ability to handle information confidentiality. Must have excellent presentation and report writing skills. The prospective appointee should have sound verbal and written communication skills, decision making skills, sound interpersonal relations, organizational and planning skills. Ability to act with tact and discretion. Problem solving and conflict management abilities. Ability to communicate well with people at different levels and from diversified backgrounds. The ability to take initiative. Ability work with and lead a team. The ability to meet tight deadlines and meet time frames. Ability to work under pressure, work independently and innovatively. Financial and budgetary knowledge pertaining to the relevant resources under management. Must be having responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.

DUTIES

Support the Deputy Director in the management of the recruitment, selection and appointments in the Hospital. Manage the implementation of the recruitment, selection and appointments policies, plans and strategies. Develop internal control measures, guidelines and standard operating procedures on recruitment, selection and appointments in line with national and departmental human resource practices, guidelines and policies. Ensure the implementation and compliance of the recruitment, selection and appointments prescripts. Attend to audit queries and the implementation of the recommendations thereof. Ensure advertisements are prepared and published timeously per entity’s needs. Ensure applications received are recorded and data must be kept up to date at all times and are accessible. Ensure all reports and statistics are submitted within timeframes. Ensure request for filling of posts is controlled and processed timeously. Monitor, control, evaluate and manage the recruitment, selection and appointment process. Ensure that critical posts are shortlisted and interviews conducted and within reasonable timeframe. Quality assure and signing of submissions timeously. Verification of qualification and security checks. Quality assure all mandates that are send to E-Government. Ensure salaries are paid on time. Ensure effective running of day-to-day activities within the unit. Monitor effective customer service within the unit. Co-ordinate employment equity meetings/employment and that equity legislation is adhered to. Provide training and support to direct reports in the unit. Advice management, head of departments, supervisors and the department on recruitment and selection practices, procedures, guidelines and policies, etc. Conform to National Core Standard requirements. Do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the hospital. Adhere to timelines. Monitor and evaluate policy implementation and suggest improvements. Be willing to undergo continuous training and development. Attend meetings and training programmes as approved and delegated by the head of the sub-directorate. Maintain professional growth/ethical standards and self-development.

ENQUIRIES

Ms NL Xulu Tel No: (011) 933 9036/0973

APPLICATIONS

should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).

The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 27 September 2019

POST 33/199: ASSISTANT DIRECTOR REF NO: CHBAH 214 (X1 POST)
Directorate: Patient Administration

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

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Grade 12 or equivalent and a three-year Diploma or Degree in Public Administration or Forensic Pathology Services. Five (5) years’ experience as a supervisor. Experience as a mortuary supervisor in a mortuary or forensic pathology service will be advantageous. Computer Literacy in MS Word and MS Excel. Driver’s license.

DUTIES: Manage the day to day operations of patient administration i.e. the mortuary, registration of patients etc. Responsible for staff management i.e. performance management, compilation of duty roster, manage overtime, training and development, equipment, sourcing of goods and services, plan work schedules and allocation, progressive discipline and motivation, financial management and operations management of the mortuary. Implement the annual operational plan and ensure compliance and minimize/eradicate risks at the mortuary. The mortuary manager will ensure maintained, oversee the scheduling of collection of bodies. Adhere to guidelines and standard operations procedures. Implement best practices and innovation. Liaise with internal and external service users/stakeholders, medical staff, senior managers, technical staff, forensic pathology services, FMU and DID. Coordinate training and ensure compliance to occupational health and safety as well as regulated norms and standards and the Ideal Hospital Framework. Work autonomously to ensure service delivery of mortuary services. Responsible to ensure the maintenance, service, repairs to cold rooms and fridges. Keep record of all patient files, mortuary registers. Provide weekly and monthly reports. Produce work of a high standard and meet deadlines, chair and ensure minute taking of mortuary meetings, ensure that pauper burials are undertaken according to the provincial policy, ensure collection of corpses based on the internal SOP and Guideline, ensure washing and deep-cleaning of fridges and freezer rooms, ensure record keeping of patient files and updating of patient details both paper based and electronic. Perform any other Patient Administration that may be requested from the manager. Comply to the National Health Act, Inquests Act, Public Financial Management Act, Promotion of Access to Information Act. National Archives and Record Services of South Africa Act, Public Service Act, Public Service Regulations and the Batho Pele principles.

APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main
NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 27 September 2019

POST 33/200 : MATERIAL RECORDING CLERK REF NO: HRM01/09/2019

Directorate: Supply Chain Management

SALARY : R257 508 per annum (All-inclusive Package)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS

Grade 12/Matric with 10 years’ experience in Supply Chain management environment (Current Experience) Or a qualification relevant to Supply Chain (National Diploma or Degree in Supply Chain Management, Logistics, Procurement and Public Management) and 5 years of experience (current experience) in the Supply Chain environment. Knowledge and Understanding of procurement policies and procedures, PFMA & Treasury regulations, PPPFA, BBBEEE, All SCM Practice notes and all related prescripts. Good communication, Verbal and non-verbal. Ability to work under pressure. Computer literacy is essential. Knowledge of SAP will be an Added advantage.

DUTIES: Oversee the warehouses. Ensure the Expediting of deliveries of ordered goods & Services. Ensure effective management of Stores/ warehouse functions: Oversee the Stock taking processes and ensure the stock rotation processes within all warehouses. Ensure timely replenishment of stock. Compile monthly report on stock received theoretical Stock report. Compilation of monthly reports of spot checks or stock audits conducted on stock item as per National Core Standards. Compilation of Monthly theoretical stock taking report (Circular 27 of 2007). Compilation of monthly reports of stock items that is within 6 months of expiry. Ensure that all transactions (Stock receipts and Issued are promptly and accurately captured on stock record/Tally cards (VA10& VA11). Ensure that stock levels are reviewed annually and minimum, maximum and pre-cautionary factor levels are adhered to at all times. Ensure optimal utilization of resources within the area of responsibility. Maintain proper, effective and retrievable document filling system. Implement the Auditor –General recommendations. Communicate with internal and external Stakeholders effectively. Supervise Staff.

ENQUIRIES : Mr. XA Mbam Tel No: (012) 529 3478

APPLICATIONS can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.

NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service
Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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 : 27 September 2019

POST 33/201 : ADMINISTRATIVE OFFICER (LAUNDRY MANAGER)
Directorate: Support Services

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Edenvale Laundry
REQUIREMENTS : Minimum requirement Senior Certificate (Grade 12). Three years tertiary qualification, computer literacy, drivers' licence and supervisor experience will be added as advantage. 2-5 years' experience in the public sector/laundry function. Inherent requirements and skills: knowledge of laundry procedures and use of laundry equipment, human resource functions, infection prevention and control guidelines, Knowledge of health and safety matters / Occupational Health and Safety Act. Good organisational, communication and decision making, Leadership, Complex problem solving, Listening, Interpersonal skills. Have an eye for detail and a dedication to accuracy.

DUTIES : Responsible for supervision and management of staff in the component, Allocate duties to the staff and supervise them to ensure their optimal utilization, Deal with conflict, grievances and disciplinary matters of laundry department, Monitor staff performance through PMDS, Maintain effective communication channels so that information is properly disseminated, Make arrangements for the maintenance of laundry / linen facilities and equipment, Monitor the quality of service delivery Communicate and arrange with other institutions in ensuring clients' needs are not compromised, Conduct stock-taking, Implement policies and procedures ensuring compliance, Implement quality improvement programmes, Monitor budget and control the use of resources, Compile and submit monthly and quarterly reports and participate in institution's various committees.

ENQUIRIES : Mr. JM Segabutla Tel No: (011) 321 6078
APPLICATIONS : Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.

NOTE : Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE : 27 September 2019

POST 33/202 : MATERIAL RECORDING CLERK
Directorate: Assets

SALARY : R257 508 - R303 339 per annum (Level 07) (plus benefits)
CENTRE : Far East Rand Hospital
REQUIREMENTS : An appropriate recognizable Three National Diploma/Degree in Public management/Finance/Supply chain/Economics/Business/Purchasing/Logistics/Technical or equivalent with 0-2 years relevant experience or Senior certificate (Grade 12/Matric) with minimum of 3 years relevant experience in assets management or maintenance. Have knowledge and understanding of Public finance management act (PFMA), Treasury regulations (TR’s), and other related prescripts. Computer competency in Ms Word, Excel, Powerpoint. Good reasoning, attention to detail, innovative, strong mathematical skills, problem solving and statistical analysing ability. Good communication (written & verbal), continual learning and information search.

DUTIES : Full involvement in assets strategic sourcing or planning, Asset register cleaning and updating, updating inventory lists on regular basis. Ensuring timely repairs and maintenance of assets and keeping assets maintenance
records updated. Updating maintenance service level agreements. Conduct frequent spot checks on floor to register correctness. Resolve AG findings on assets management. Supervision of staff accordance with public service regulations. Do monthly reconciliation between the assets registers and BAS system.

**ENQUIRIES**
Mr E.V Ngcobo Tel: (011) 812 8312

**APPLICATIONS**
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE**
27 September 2019

**POST 33/203**
**ADMIN OFFICER (PATIENT ADMINISTRATION AND RECORD) REF NO: ODI/05/09/2019/03**
Directorate: Administration

**SALARY**
R257 508 per annum

**CENTRE**
ODI District Hospital

**REQUIREMENTS**
Diploma/Degree in Public Administration/ Public Management or relevant qualification with 3 years relevant experience in Patient Affairs and Records Management, or Grade 12 with 5 years’ experience in Patient Affairs and Records Management. Knowledge of PAAB/MEDICOM, UPFS, tariffs, patient classifications, National core standard, National Archives and Audit. Knowledge of Mortuary and Pottering services. Be able to work dayshift as a supervisor for Admin and Support services. Skills: problem solving, good verbal and written communication, report writing, strong leadership qualities and computer literacy, good interpersonal skills and ability to work under pressure.

**DUTIES**
Supervision, monitoring and evaluate of operations in all Patient Administration units and Records Management. Ensure that patients are classified correctly to UPFS. Adherence to Admission and discharge legislative prescripts. Maintenance and management of good patients record keeping, quality clinical and other records. Assist Revenue Department with Revenue collection. Quality improvement plan, understanding downtime management processes and submission to Head Office. Performance evaluation in accordance with HR and LR regulations updating of job descriptions. Submission of monthly reports. Ensure that patient Administration department meetings and trainings are taking place. Regular attendance of meetings and feedback.

**ENQUIRIES**
Mr. Maluleke TR Tel No: (012) 725 2465

**APPLICATIONS**
Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, HRM 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**
27 September 2019

**POST 33/204**
**CHIEF REGISTRY CLERK REF NO: CHBAH 215 (X1 POST)**
Directorate: Logistics

**SALARY**
R257 508 per annum (Level 07) (plus benefits)
Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

Grade 12 with 3-5 years' experience in Record Management. Computer literacy (Ms Office Package). Knowledge and understanding of the National Achieves and Service Act 43 of 1996 (NASA). Must have good report writing skills. Ability to conduct presentations and be involved in training for Record Management within the hospital. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must have good report writing skills. Ability to conduct presentations and be involved in training for Record Management within the hospital. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience and a certificate in Record Management will be an added advantage.

**DUTIES**

Supervise, guide and motivate Messengers, Registry Clerks and Automation Operators. Ensure that all staff is on duty – report any absenteeism to the Manager – sign attendance registers. Ensure that Subordinates are precise with time keeping i.e. keep to tea and lunch times and that there are no late comings or early departures. Ensure that Subordinates go on training (including in service training). Apply progressive discipline against your Subordinates when need arises. Ensure that photocopy machines are in working condition at all times. Ensure that postal services are done according to the National Archives of South Africa Act 43 of 1996. Oversee all records from their creation and preservation through to disposal. Establishing new records management systems. Oversee the switch from paper to electronic record-keeping. Deal with enquiries and requests for information from both internal and external clients. Ensure that data is protected. Classify and index records. Oversee the destroying or archiving of data/records. Ensuring that records are easily accessible when needed. Visit all the different Registries and archives in the hospital to ensure compliance with the National Archives of South Africa Act 43 of 1996. Provide training to staff who require access or have responsibility for maintaining records. Ensure that post are collected from the Post Office. Deliver all correspondence (circulars, memos, advertisements etc.) to all employees by e-mail, written correspondence or interdepartmental meetings. Acknowledge and controlling of the call log system at Roneo. Submit weekly and monthly written reports and statistics to Manager. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.

**ENQUIRIES**

Ms J. van Rensburg Tel No: (011) 933 8756

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as
required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 27 September 2019

POST 33/205 : IT TECHNICIAN
Directorate: ICT Support Services

SALARY : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Edenvale General Hospital & Laundry
REQUIREMENTS : Minimum requirement Grade 12 plus A+ or N+ or MCSE or CCNA or NQF level 4 and above IT program/s registered with SITA. One-year practical experience working on desktop support and active directory. A valid driver’s license will be an added advantage.

DUTIES : Diagnosing and resolving software and hardware incidents including operating systems (Windows) and across a range of software applications. Installing and configuring new IT equipment. Assisting users with general support on IP Printers/General printers. Supporting Man 3000 and budget controller/TMS. Resolving incidents in different types of software and applications (CITRIX, PAAB, SRM, RX-SOLUTION, OFFICE 365/2013, Tier.net etc.). Maintaining a first-class level of customer service ensuring that all customers/users are treated efficiently and effectively. Attending to all users with any logged IT related incident when called upon. Maybe required to assist in switchboard when need arise.

ENQUIRIES : Mrs. L. Gusha Tel No: (011) 321 6015
APPLICATIONS : Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.

NOTE : Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE : 27 September 2019

POST 33/206 : DATA CAPTURE REF NO: ODI/05/09/2019/01
Directorate: Support Services

SALARY : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 12/Matric or equivalent, with minimum of two years data capturing experience in Health environment. Minimum of six months DHIS Data capturing experience. Computer literacy with extensive knowledge and proficiency in Ms. Word, Ms. Excel, PowerPoint Outlook and navigation on internet is compulsory. A valid drivers’ license is compulsory. Ability to extract (NIDS) data from Gauteng Department of Health Database. Basic skills in data analysis, report writing, presentation and information management. Good communication and interpersonal skills.

DUTIES : Administration, monitoring and evaluation of data: Collection, collation and analysis of data. Communicate with and guide Data Clerks on daily basis. Ensure that midnight census corresponds with all patient’s registers daily. Verify submitted data with data sources on daily, weekly and monthly basis. Prepare monthly and quarterly reports. Capturing of quality client’s data and management: Capturing data on the computer (Excel Database, Web DHIS & Easy count). Effective SOP implementation to improve data quality and completeness. Compile statistics daily, monthly, quarterly and submit timeously. Daily filing (storage) of data and information sheets. Prepare and ensure occurrence of health information monthly meetings.

ENQUIRIES : Mr. NL Setheni Tel No: (012 725 2489)
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 : HR section
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 (not older than three months) 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. All shortlisted candidates will be subject to mandatory competency test.

CLOSING DATE: 27 September 2019

POST 33/207: PORTER SUPERVISOR REF NO: ODI/05/09/2019/02
Directorate: Support Services

SALARY: R145 281 per annum
CENTRE: ODI District Hospital
REQUIREMENTS: Grade 12 (matric) with 1-year relevant experience in Pottering Services. Knowledge of National Core Standard. Be able to work dayshift as a supervisor for Porter unit. Skills: problem solving, proven ability to communicate effectively (written and verbal) in English, report writing, meeting deadlines and setting goals. Team player, strong leadership qualities and computer literacy, good interpersonal skills and ability to work under pressure.

DUTIES: Supervision, monitoring and evaluation of operations in Porter’s unit. Manage and monitor loading of Patient/s into Ambulances, manage and monitor loading and offloading of patients from private cars, manage and monitor accompanied patients and non-walking patients, manage and monitor transportation of corpses, manage and monitor cleaning of wheelchairs and stretchers, manage and monitor proper utilization of material resources, managing PMDS and perform any other lawful duties by the supervisor.

ENQUIRIES: Ms. LM Moeng Tel No: (012) 725 2472
APPLICATIONS: Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, HRM office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

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.

CLOSING DATE: 27 September 2019

POST 33/208: CLEANING SUPERVISOR REF NO: HRM02/09/2019
Directorate: Logistics

SALARY: Grade: R145 281 per annum (Level 04) (All-inclusive Package)
CENTRE: Dr George Mukhari Academic Hospital
REQUIREMENTS: Abet level 4/Grade 10 with 3 years relevant and proven cleaning experience> Cleaning in Hospital/ Clinical environment will serve as an added advantage. Must possess the ability to plan, organize, Supervise, inspect and evaluate work of subordinates. Working knowledge of the operation and care of cleaning machines and equipment. Good knowledge of Occupational health and safety and Infection Control. Be prepared to work shifts including weekends and public Holidays.

DUTIES: Supervise Cleaners. Assigns schedules and duties to cleaning staff. Train, monitor and evaluate cleaning staff. Ensure that cleaning schedule and check list are implemented. Make rounds and inspections to assure that cleaning personnel are performing required duties, appropriate cleaning procedures are being rendered, and quality control measures are continually maintained. Schedules preventative maintenance of cleaning equipment. Recommends discipline and implements appropriate procedures. Perform any other duties delegated by the Supervisor.

ENQUIRIES: Mr. MD Matsheke Tel No: (012) 529 3985
APPLICATIONS: Applications can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.

NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. 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: 27 September 2019

POST 33/209: FOOD SERVICE SUPERVISOR REF NO: FOODSERV SUPERVISOR/CARLT/2019/10 (X1 POST)

Directorate: Food Service

SALARY: R122 595 – R144 411 per annum (Level 03) (Plus Benefits)

CENTRE: Carletonville Hospital

REQUIREMENTS: Grade 10 plus a minimum of 2 years’ experience in a food service unit in a clinical environment (hospital). A Diploma or Certificate in Hospitality Services / Catering N4 – N6 will be an added advantage. Candidate must have a sound knowledge of Food Service Supervision. Candidate will be working shifts, weekends and public holidays. Skills and abilities: Food preparation skills, excellent interpersonal qualities, enthusiasm and sense of humour, assertiveness, ability to maintain good human relations, excellent written and verbal communication skills, effective team working and organizing skills, problem solving, computer skills, ability to work independently and as part of a team and high motivation level.

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

ENQUIRIES: Mrs. H.C. Agenbach Tel No: (018) 788 1730

APPLICATIONS: Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499

NOTE: The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE: 27 September 2019 16:00 PM

POST 33/210: FOOD SERVICE AID

Directorate: Support Services

SALARY: R102 534 per annum (Level 02) (plus benefits)

CENTRE: Edenvale Regional Hospital

REQUIREMENTS: Minimum requirement is Abet, NQF level 2 or Grade10, experience in the food industry will be added as an advantage. Good communication (Verbal & Written) skills. Applicants should have a basic knowledge, understanding of food safety and various hygiene practices necessary in the food service unit. Applicant should understand the Batho Pele principles in relation to the food service unit. Must have interpersonal skills, reliability, team work, flexibility and some level of problem solving. Must be willing to work shifts, public holidays and weekends.

DUTIES: Ensure proper and effective catering service. Perform daily mass production cleaning (floors, storages, utensils and equipment) tasks, hygiene, waste
segregation and sanitation in the kitchen. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Assist with preparation of food for normal with therapeutic diets including snacks, cooking, dishing up for patient’s food according to portion control measures. Perform specific duties regarding FIFO and receiving storage. Perform routine task, operate kitchen machinery, care and report lost/faulty equipment as well as any observed risks. Relieve other staff members on request and execute any lawful additional task issued by supervisory person. Rotate to different areas in the food service unit and undergo food service work related trainings.

ENQUIRIES: Ms. L. Brits Tel No: (011) 321 6081 or Mr. JM Segabutla Tel No: (011) 321 6078
APLICATIONS: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.
NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
CLOSING DATE: 27 September 2019

POST 33/211: CLEANER
Directorate: Support services
SALARY: R102 534 per annum (Level 02) (plus benefits)
CENTRE: Edenvale Regional Hospital
REQUIREMENTS: Minimum requirement is Grade 10. Must have at least 1 year of appropriate experience in a cleaning services environment. Have good communication skills, can work shifts including weekends and public holidays. Can rotate when required. Be honest, reliable, and have physical strength to cope with physical demands of the position. Can work as a team and be flexible. Understand infection prevention and OHS guidelines.
DUTIES: Be responsible for cleaning bathrooms, showers, toilets, wards, departments, passages and waiting areas. Dust walls, mop, scrub, polish floors, clean windows, clean stairs, dust fire escapes clean side wards clean equipments, wash dust bins and remove waste including medical waste. Adhere to Health care waste management policy. Operate heavy duty cleaning machine. Be prepared to rotate within the scope of work and assist in messenger duties. Count clean and soiled linen. Collect food trolleys. Dish meals and clean utensils as per infection control prescript.
ENQUIRIES: Mr. S. Msibi or Mr. J Segabutla Tel No: (011) 321 6000
APLICATIONS: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.
NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
CLOSING DATE: 27 September 2019

POST 33/212: LAUNDRY WORKER
Directorate: Support Service
SALARY: R102 534 per annum (Level 02) (plus benefits)
CENTRE: Edenvale Regional Hospital
REQUIREMENTS: Minimum requirement is ABET level 2 or Grade 10. Must have at least 1 year of appropriate experience in a Laundry industry/ Cleaning /customer services environment. Understanding of a Laundry set up. Have good communication skills, can be able to rotate in areas of the laundry. Be honest and reliable. Have physical strength. Can work as a team and independently.
DUTIES: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Can operate various machines in...
the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Sort, count and record dirty linen. Load and off load linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines. Monitor equipment temperature. Keep laundry equipment in a proper state.

ENQUIRIES : Mr. JM Segabutla Tel No: (011) 321 6078
APPLICATIONS: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.

NOTE : Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE : 27 September 2019

POST 33/213 : LINEN ASSISTANT
Directorate: Support service

SALARY : R102 534 per annum (Level 02) (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Minimum requirement Grade 10 or equivalent. 1-year appropriate experience and more in a formal stores/cleaning environment, inherent requirement: ability to do physical tasks and operate heavy-duty cleaning and household equipment. Render a shift service on weekends and public holidays and night duty when required. Rotate in different departments according to operational needs and requirements. Be able to work as a team and or independently.

DUTIES : Ensure that linen department is kept clean and tidy. Communicate with the end user daily. Contributes to do stocktaking (March, September). Assist procurement department when the needs arise. Remove received linen from the transit in within twenty-four hours. Record condemning linen on TPH 27. Check the quantity of linen delivered with the end users. Attend the complaints received from the end user. Counting soiled linen received from the wards on TPH 65. Packing clean linen on the shelves. Perform spot check in the wards before issuing clean linen. To ensure that emergency linen is kept at central points. Issuing clean linen to all various sections/wards. Deliver clean linen to the wards daily. Sort and count dirty linen. Ensure that the sorting area is kept clean and tidy. Sealing, marking the linen bags. To ensure that the wards receive clean linen daily. To ensure that linen is stamped before issued to the wards. Carry out task that may be delegated to by the supervisor.

ENQUIRIES : Mr. W Mashiachidi Tel No: (011) 321 6114
APPLICATIONS : Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.

NOTE : Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE : 27 September 2019

POST 33/214 : STORES ASSISTANT
Directorate: Support

SALARY : R102 534 per annum (Level 02) (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Must able to read and write. Understanding of the Hospital environment. Knowledge of medical [Dry Dispensary] and General consumables will be advantage. Good interpersonal skills, good communication and planning skills. Practice Batho Pele Principles.

DUTIES : Loading and offloading of stock, deliver stock to the and users. Reconcile the quantity of stock delivered with the End user. Manage stock control in the warehouse. Issue stock from the warehouse. Ensure that the warehouse is always kept locked. Physical removing and packing of stock on the shelves. Labelling received stock with the correct ICN numbers. Manage the cleanliness of the warehouse. Assist team members during the stocktaking, in counting of stock. Assist Linen Department when the need arises. Provide general assistance to the senior officials.
ENQUIRIES: Mr. W Mashiachidi Tel No: (011) 321 6114
APPLICATIONS: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful.
NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.
CLOSING DATE: 27 September 2019

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

APPLICATIONS: Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE: 27 September 2019
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 33/215: DEPUTY DIRECTOR-GENERAL– SUPPLY CHAIN MANAGEMENT REF NO: GPT/SEP/01
(5 Year Fixed Term Contract)
Programme: Provincial Supply Chain Management

SALARY: R1 521 591 per annum (All-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: An undergraduate qualification (NQF 7) and post graduate qualification (NQF 8) as recognized by SAQA in Supply Chain Management/Economics/Finance. 8 -10 years’ experience at a Senior Managerial level in Supply Chain Management or related field. The successful candidate will have strong leadership skills, will be a team player at executive level, will have the ability to ‘sell’ supply chain management’s value. Will have in-depth knowledge of sourcing and procurement principles and best practices, strong negotiation skills, experience and knowledge of legislative and regulatory requirements.
Experience, knowledge and understanding of standard contractual terms and conditions to mitigate legal risk. He/she must have a strategic mindset and problem-solving skills with an ability to apply varying approaches to a dynamic set of stakeholders. The position will perform advisory and oversight role over provincial government departments, municipalities and entities.

**DUTIES**

Perform an advisory and oversight role over provincial government departments, municipalities and entities. Assist the implementation of the Strategic Plan of the Department and enable the turnaround of the Province as expressed in the 10 pillars. Manage and maintain the regulatory environment relevant to government procurement practices. Effectively manage transversal contracts so that cost savings and socioeconomic objectives are achieved. Oversee and monitor procurement practices to ensure compliance with the regulatory framework. Provide advisory services and implement initiatives that will improve the capability of government procurement practitioners. Research, develop and implement strategic procurement practices so that cost savings and socioeconomic objective are achieved.

**ENQUIRIES**

Mr HR Tsotetsi Tel No: (011) 227-9000

**POST 33/216**

DIRECTOR: LEGAL SERVICES REF NO: GPT/SEPT/02

(5 Year Fixed Term Contract)
Directorate: Corporate Services

**SALARY**

R1 057 326 per annum (All-inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

An appropriate degree (NQF 7) as recognised by SAQA qualification in Law. Admission as an Attorney or Advocate of the High Court of South Africa. Five (05) years’ experience at middle/senior managerial level, which must be in legal advisory. 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.

**DUTIES**

The incumbent will be responsible to: Manage and ensure effective provision of legal advice, opinions and litigation process. Oversee management of contracts and service level agreements and legislative compliance. Manage and co-ordinate all GPT litigation issues. Review GPT policies to ensure compliance to current legislation. Provide legal advisory and assistance on litigation matters for the Gauteng Provincial Government.

**ENQUIRIES**

Mr HR Tsotetsi Tel No: (011) 227-9000

**OTHER POST**

**POST 33/217**

AUDITOR – RISK AND COMPLIANCE AUDIT SERVICES REF NO: GPT/SEPT/03

Directorate: Gauteng Audit Services

**SALARY**

R316 791 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A three-year tertiary qualification (NQF level 6) National Diploma in Internal Auditing/ Auditing/ Accounting. 2 years’ experience in internal auditing Environment.

**DUTIES**

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

**ENQUIRIES**

Ms. Baleseng Sedibe Tel No: (011) 227 9000
DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : can be delivered: to Life Centre Building, Ground floor, 45 Commissioner Street, Marshalltown, Johannesburg, 2107.Posted to P.O Box X83, Marshalltown, 2107

CLOSING DATE : 27 September 2019

NOTE : Shortlisted candidates will be subject to pre-employment screening (vetting). An updated CV, and the following certified documents (ID copy, driver’s license & qualifications must be attached) certified copies older than 3 months will not be accepted. Applications received after the closing date will be disqualified. Z83 form must be signed, if not your application will be disqualified. The Department reserves the right to fill the position(s). Errors and omission will be rectified. Women and people with disabilities are encouraged to apply.

OTHER POSTS

POST 33/218 : DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT, SOCIAL FACILITATION AND JOB CREATION REF NO: DRT/DS/2019/15
Branch: Corporate Services
Directorate: Stakeholder Management and Corporate Partnership
Re-Advertisement

SALARY : R733 257 per annum (all-inclusive package) Level 11
CENTRE : Johannesburg
REQUIREMENTS : A three year National Diploma/Bachelor Degree in Public Relations, Community Development, Public administration/RPL Certificate in relation to the post. At least 3-5 years relevant experience in the field of stakeholder management, of which at least 3 years must have been at the level of an Assistant Director. Exposure to the transport Sector is essential. A working knowledge and understanding of the government regulatory framework and policies PFMA, PSA, Treasury Regulations and BCEA, LRA. The following skills are important: Excellent project management, written & verbal communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy skills. The incumbent must be willing to and able to work under pressure and after working hours. A valid driver's licence is essential.

DUTIES : The incumbent will responsible for the following tasks: implement the DRT Social Cohesion Program, Liaise with Internal and External stakeholders, Develop and implement the Departmental Service delivery roadshows and outreach programs. Build and sustain the positive departmental image. Generate and update a list of departmental current and future projects in preparation for over sight visits. Identify stakeholder information needs in terms of the departmental policies and programs. Implement the DRT Social facilitation plan, mobilization and strategy in relation to Township Economic Revitalization (TER) and infrastructure projects. Develop and implement stakeholder engagement policy and strategy. Monitor and analyse stakeholder service delivery trends and patterns in line with DRT Service Delivery Implementation Plan (SDIP). Manage the Sub-Directorate. Convene and attend meetings, draft brief reports for projects implementation. Develop directorate Operational Plan.

ENQUIRIES : Mr. M. Seheri Tel No: (011) 355-7187/7186

POST 33/219 : DEPUTY DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES REF NO: DRT/DS/2019/16
Branch: Roads Infrastructure
Directorate: Design Services
Re-Advertisement

SALARY : R733 257 per annum (Level 11) (inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A 3 year National Diploma/Bachelor’s degree in Public Administration/Real Estate/Deeds/RPL Certificate in relation to the post. 3-5 years' experience in Land Acquisition or Property Management related to the proclamation of Provincial roads, of which at least 2 years must be at the level of an Assistant Director. Knowledge and understanding of BCEA, LRA, EEA, PSA and its
regulations, HR Policies and procedures, PFMA), Preferential Procurement Policy Framework Act (PPPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Valid driver’s licence.

**DUTIES**

Provide operational leadership to the sub-directorate. Manage the human resources of the sub-directorate, Planning and Controls systems. Manage financial administration, planning and Controls systems. Effectively Manage Land Acquisition Services. Provide effective management of leave, Performance Management and Development System (PMDS), and General Human Resources administration. Provide effective management of the budgeting process and budget control for goods and services and capital projects. Provide effective administration and management of assets and travel claims of the directorate. Provide effective management of land acquisition process and efficient resolution of land acquisition inquiries (Request for Leasing of land, Confirmation of Compensation, Confirmation of whether property is affected by future road, Inquiry about compensation process and Inquiry on whether the road is proclaimed or not). Accomplish staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures. Plan Service Delivery to meet Client Expectations. Develop Initiatives for Managing Development and Transformation Processes in a Workplace. Produce data and analyse statistics for workplace operations in the GPG. Apply Problem Solving Strategies. Maintain physical and/or electronic information records. Use Technology to achieve Workplace Objectives.

**ENQUIRIES**

Mr. E. Mashaba Tel No: (011) 355 7096/7013

**POST 33/220**

**DEPUTY DIRECTOR: VEHICLE FITNESS REF NO: DRT/R&C/2019/17**

Branch: Transport Branch
Directorate: Registration and Compliance
Re-Advertisement

**SALARY**

R733 257 per annum (Level 11) (inclusive package)

**CENTRE**

Johannesburg, Head Office

**REQUIREMENTS**

A 3 year National Diploma/Bachelor Degree in Transportation Management/RPL Certificate in relation to the post. At least 3-5 years relevant experience in Traffic Law environment of which at least 3 years must have been at the level of Assistant Director. Experience in court procedures and in-depth working knowledge of eNatis and NRTA is a requirement. A working knowledge and understanding of the government regulatory framework and policies governing roads and transport, Public Finance Management Act, Public Service Act, Labour Relations Act, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Excellent management skills, leadership skills, and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid driver’s license is an inherent requirement of the position.

**DUTIES**

The incumbent will be responsible for the registration for the registration and monitoring of Vehicle Testing Stations, Manufacturers, Importers and Builders of vehicles and Authorised Officers, as prescribed by the National Road Traffic Act, 93 of 1996 and related regulations. Develop and monitor service delivery standards and procedures. Perform any other function relevant to the Directorate. Give guidance on the interpretation of legislation and input into legislation, policy and procedure development and amendments. Represent the Province at various national and technical and policy committees. Manage Service Level Agreements. Keep and update a database of all service centres. Develop tools/controls for fighting fraud and corruption at Vehicle Testing Stations. Create and manage working relationship with the law enforcement agencies. Ensure regular consultation with the service centres/proprietors and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Manage human resources including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated.

**ENQUIRIES**

Ms. K. Tshabalala Tel No: (011) 891 0090
POST 33/221: DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: DRT/LR/2019/18

Branch: Corporate Services
Directorate: Labour Relations
Re-Advertisement

SALARY: R733 257 per annum (Level 11) (inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: A 3 year National Diploma/Bachelor’s Degree in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post. 3 to 5 years experience in the field of Labour Relations or Labour Law or Trade Union environment, of which at least 3 years must be at the level of Assistant Director. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Knowledge of Service Legislative Frameworks, BCEA, PAJA, EEA, SDA, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. Written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management skills, decision making skills, financial management and computer literacy. A valid driver's License is essential.

DUTIES: Co-ordination and facilitation of grievance resolutions and management of collective bargaining in the department. Monitor the implementation of collective agreements and resolutions. Facilitate consultative structure within the Department and the regions. Develop and monitor regional consultative structures. Represent the Department on collective Bargaining disputes. Facilitate training for line managers in handling grievances and collective bargaining issues. Advise management and staff on labour relations issues (collective bargaining). Liaise with HR on Labour Relations matters. Promote sound labour relations practices. Management of Sub-directorate. Manage staff performance and assessments. Attend Bargaining Chamber meetings and workshops. Establish and maintain good relationships with organized labour and other external stakeholders.

ENQUIRIES: Mr. X. Mlambo Tel No: (011) 355-7560

POST 33/222: DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND DEVELOPMENT REF NO: DRT/OD&HRA/2019/19

Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement

SALARY: R733 257 per annum (Level 11) (inclusive package)

CENTRE: Johannesburg, Head Office

REQUIREMENTS: A 3 year National Diploma/Bachelor’s Degree in Management Services/Organisational and Work-study/RPL Certificate in relation to the post. At least 3-5 years relevant experience in Organisational Development environment of which at least 3 years must have been at the level of Assistant Director. Knowledge and understanding of Human Resource practices and management; Knowledge of DPSA regulations and Ministerial Handbook; Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. CORE, BCEA, LRA, EEA, SDA, OHSA; Must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, Visio/Access); Experience with Government systems and Tools – OrgPlus; PERSAL; Equate/Evaluate System, Vulindlela and Business Process Mapping. A valid driver's License is essential.

DUTIES: Overall management of the Organisational Development sub-directorate: Overseeing the development and implementation of business plans, outlining critical strategic/service delivery improvement interventions to be effected in accordance with the relevant legislation. Ensure the reviewing, re-designing, coordination and implementation of organisational structures and post establishment of the department; Manage and coordinate the job evaluation process within the department; Ensure the development of generic job profiles; Provisioning of HR Organisational Development Information Systems; Ensure the preparation of HR OD related monthly statistics e.g. vacancy rate, headcounts etc. Conduct research on HR OD matters; Coordinate the development of business improvements, standardisation of business...
processes and process information; Manage overall change management interventions; Assess the overall organization and units affected by change; Develop a change management strategy for the department; Compile submission(s) on any development that relates to organizational structure, business processes, job evaluations, OSD's and any directive from the Minister of Public Service and Administration (MPSA); Facilitate the creation of organisational development strategies that support the business strategy of the department; Plan, organize and control activities pertaining to the functions of the component; Provide a quality assurance role to Organisational Development personnel.

ENQUIRIES : Mr. G. Taunyane Tel No: (011) 355 7526

POST 33/223 : SPECIALIST: EMPLOYEE HEALTH AND WELLNESS REF NO: DRT/OD&HRA/2019/20
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement

SALARY : R733 257 per annum (Level 11) (inclusive package)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council is essential. At least 3 years management experience at the level of Assistant Director in Employee Health and Wellness/EAP. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV, AIDS, STI & TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint). A valid driver’s License is essential.

DUTIES : To ensure awareness and management of diseases and chronic illness. Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. To promote the management of Mental Health and Psychosomatic illnesses. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health. To manage injury on duty and incapacity due to ill health. Put measures in place to integrate Health Risk Assessments and Management and Productivity Management. To promote occupational health education. To manage resources of the programme. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi Tel No: (011) 355 7490

POST 33/224 : SPECIALIST: HIV, AIDS, STI & TB (HAST) REF NO: DRT/OD&HRA/2019/21
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement

SALARY : R733 257 per annum all-inclusive package (Level 11)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council is essential. At least 3 years management experience at the level of Assistant Director in Employee Health and Wellness/EAP. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV, AIDS, STI & TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. Proficiency required
DUTIES:
To manage and promote HAST prevention. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing. Promote adherence to counselling and regular HIV testing, including those with active TB disease. Conducting research, monitoring and evaluation. Develop and implement data management system for NSP indicators to generate quarterly and annual reports. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and related ailments. Manage compilation of management reports as required. Present monthly, quarterly and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.

ENQUIRIES:
Ms. T. Odame-Takyi Tel No: (011) 355 7490

POST 33/225
DEPUTY DIRECTOR: MOTOR VEHICLE REGISTRATION & LICENSING
REF NO: DRT/R&C/2019/22
Branch: Transport
Directorate: Registration and Compliance
Re-Advertisement
SALARY:
R733 257 per annum (Level 11) (inclusive package)
CENTRE:
Johannesburg, Head Office
REQUIREMENTS:
A 3 year National Diploma/Bachelor Degree in Transportation Management/RPL Certificate in relation to the post. At least 3-5 years relevant experience in Traffic Law environment of which at least 3 years must have been at the level of Assistant Director. A working knowledge of eNaTIS and NRTA is a requirement. Excellent management skill, leadership skills and advanced computer literacy are essential. Knowledge of the PFMA, PSA, BCEA, LRA, and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver’s license is an inherent requirement of the position.

DUTIES:
Manage a vehicle registration and licensing eNaTIS high risk transaction help desk services, eNaTIS hard and software calls and the eNaTIS call Centre. Manage the effective application and performance of transactions by the Provincial Help Desk staff on the eNaTIS Task Management System ensuring compliance with Legislative prescripts i.e. the National Road Traffic Act 93 of 1996. Handle with high level telephonic calls and faxes from Registering Authorities and other customers i.e. SAPS, SABS, Auditor-General, Motor Industry etc. Manage the registration and regulation of manufactures of number plates. Represent the province at the eNaTIS User Group meeting and at the Interprovincial Policy and Procedure Work Group, and regular consultation with Registering Authorities. Give advice on all matters relating to vehicle registration and licensing. Develop, maintain and monitor Motor Vehicle Registering Authority’s service delivery standards and procedures. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with Batho Pele principles. Perform any other function relevant to the Directorate. Manage the Provincial Help Desk Section including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated. Keep and update a database of all Registering Authorities. Develop tools for fighting fraud and corruption at Motor Vehicle Registering Authorities (MVRA).

ENQUIRIES:
Ms. K. Tshabalala Tel No: (011) 891 0090

POST 33/226
DEPUTY DIRECTOR HELPDESK REF NO: DRT/OL/2019/23 (X1 POST)
Branch: Transport
Directorate: Operating Licensing
Re-Advertisement
SALARY:
R733 257 per annum (Level 11) (inclusive package)
CENTRE:
Ekurhuleni
REQUIREMENTS:
A 3 year National Diploma/Bachelor’s Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. At least 3-5 years’ experience within public transport environment, of
which three years at the level of an Assistant Director. Knowledge and experience in the following fields are critical: Project Management, Legal and Public Transport. Knowledge and understanding of the following legislative prescripts is critical: National Land Transport Act No 5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Good liaison and team working skills; Proven administrative and organisational skills, good interpersonal, organization and planning skills. A valid driver’s license is essential.

**DUTIES**: Ensure effective management and administration of the receipt, processing of permits/operating license application and the issuing of operating licenses for all modes of public passenger road transport. Facilitate the establishment of Transport Operating Licensing administrative bodies (TOLABS) in the Region. Ensure the effective and efficient functioning of TOLABS. Manage the permit conversion process of radius based permits into Operating Licenses. Oversee the management of the document management/registry functions within the Region. Facilitate the implementation of Anti-Fraud and corruption control system. Attend to audit queries and implementation of recommendation thereof. Compile weekly/monthly/quarterly performance reports and make budgetary recommendations. Develop project and operational plans to execute strategic objectives outlined in the Department’s strategic plan. Liaise closely with Legal unit of the Department to ensure that all legislative frameworks relating to issuing of Operating Licensing are in place and adhered to. Manage the Departmental information systems used in the processing and issuing of Operating Licenses. Liaise and consult with public transport structures, commuters, and government institutions. Ensure sound management of financial and human within the sub-directorate.

**ENQUIRIES**: Ms. N. Dube Tel No: (011) 227 8305

**POST 33/227**: DEPUTY DIRECTOR: APPLICATION SYSTEM SUPPORT REF NO: DRT/IF/2019/24
Branch: Corporate Services
Directorate: Information Systems
Re-Advertisement

**SALARY**: R733 257 per annum (Level 11) (inclusive package)

**CENTRE**: Johannesburg, Head Office

**REQUIREMENTS**: BSc Degree/National Diploma in IT, at least 5 –10 years’ experience in systems development and managing consultants and SLAs. Knowledge of VB.Net, ASP, ASP.Net, SQL MS Access. Good communication skills and a valid driver’s license.

**DUTIES**: Policy formulation, implementation and standards, change management, knowledge management, problem solving and analysis, render development of new Information Systems services. Supervise applications team, analyse application reports to identify trends and take appropriate preventative actions. Drive the implementation of policies and standards, assist director in implementing operational plans. Manage consultants contracted by Directorate. Manage upgrading and maintenance of Information Systems services. Provide technical consultancy and support to clients. System documentation. Manage staff training and performance reviews.

**ENQUIRIES**: Mr. E. Ndou Tel No: (011) 355- 7315

**POST 33/228**: DEPUTY DIRECTOR FINANCIAL CONTROL REF NO: DRT/FA/2019/25
Branch: Corporate Services
Directorate: Financial Accounting
Re-Advertisement

**SALARY**: R733 257 per annum (Level 11) (inclusive package)

**CENTRE**: Johannesburg

**REQUIREMENTS**: A 3 year National Diploma/Bachelor’s Degree in Financial or Management Accounting, with at least 3-5 years relevant experience in Financial or Management Accounting of which at least 3 years must have been at the level of Assistant Director. In-depth knowledge of PFMA, PSA, Treasury Regulations, and Procurement reforms, SAP and BAS. Computer literacy proficiency in word and excel. Good planning and organizational skills. Good
communication skills (written and verbal), understanding of expectations of various stakeholders. Sound interpersonal and analytical skills, ability to work under pressure, willingness to work long hours as and when required. A valid driver’s license.

**DUTIES**

- Assist in providing strategic support to the Director Financial Accounting to ensure delivery and implementation of planned work, and proactively foster a high-performance culture. Ensure claims are paid timeously. Implement mechanisms to effectively manage and minimize accruals. Timeous processing of travel and subsistence advances and clearance of relevant suspense accounts. Prevent and detect fruitless and wasteful expenditure. Implement the strategic objectives of the section. Assist in development of policies, strategies, guidelines and tools to ensure effective monitoring. Consolidation of monthly finance reports, and timeous submission. Prepare monthly cash flow projections and daily management of the PMG Account. Ensure fund requisitions are prepared timeously. Supervision of staff. Ensure adherence to policies, regulations and instruction notes. Respond to Internal and External audit queries and enquiries from various committees, and engage with key stakeholders to ensure we bridge the expectation gap.

**ENQUIRIES**

Mr. T M Mokete
Tel No: (011) 355-7473

**POST 33/229**

- **DEPUTY DIRECTOR – PROJECTS**
  REF NO: DRT/OL/2019/42
  Branch: Transport Branch
  Directorate: Registration and Monitoring
  Re-Advertisement

**SALARY**

R733 257 per annum (Level 11) (inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A 3 year National Diploma/ Bachelor Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. At least 3-5 years in Public Transport Management and understanding of the National Land Transport Information System (NLTIS), of which 3 years must be at the level of an Assistant Director. A sound knowledge of government policies. Experience in and exposure to the Public transport sector as well as stakeholder management. Excellent Project Management. Communication (written & verbal) skills. Computer literacy (MS Excel, Word, Project & Power point) are essential. The incumbent must be willing and able to work under pressure. A valid driver’s license is essential.

**DUTIES**

- The Incumbent will maintain and sustain the National Land Transport Information System (NLTIS) and records management of Public Transport modes. Manage Associations, members/operators and routes. Assess and oversee applications and capturing of Public Transport Operators and Associations. Liaise with National Department of Transport, Provinces and Municipalities regarding registration processes. To ensure the implementation of the National Land Transport Act no 5 of 2009 and the Provincial Land Transport Policy. To manage all Regional office information and accurately manage reports from the database Registration and Administration System (RAS) register. Manage and oversee the correctness of the Registration Processes. Ensure legal compliance to the NLTA. Prepare monthly and Quarterly reports and draft Annual performance plans.

**ENQUIRIES**

Mr. M. Sojane
Tel No: (011) 227-8302/8337

**POST 33/230**

- **ENGINEER PRODUCTION GRADE A**
  REF NO: DRT/CCPP&B/2019/14
  Branch: Roads Infrastructure
  Directorate: Construction, Capital Projects Programming and Budgeting
  Re-Advertisement

**SALARY**

R718 059 - R766 278 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience post qualification)

**CENTRE**

Johannesburg

**REQUIREMENTS**


**DUTIES**

- Manage and execute the programming and budgeting for the Construction Chief directorate. Management of the overall construction projects
programming. Human capital management for the programming and budgeting sub-directorate. Ensure training and development of technicians, technologists and candidate engineers to promote skills and knowledge transfer. Ensure adherence to sound engineering principles and code of practice. Manage and execute social facilitation activities for the Construction Chief Directorate. Management of the social facilities on all construction projects. Manage and ensure EPWP compliance for the Construction Chief Directorate. Ensure job creation on all projects.

ENQUIRIES: Ms. V. Govinden Tel No: (011) 355 7031

POST 33/231: SENIOR LEGAL ADMIN OFFICER REF NO: DRT/LAS/2019/27
Branch: Corporate Services
Directorate: Legal Advisory Services
Re-Advertisement

SALARY: R473 820 – R1 140 828 per annum (Salary Notch/package to be determined according to relevant experience in terms of OSD)

CENTRE: Johannesburg

REQUIREMENTS: B Proc/LLB. Admitted as an Attorney or Advocate. 8 years’ relevant experience gained after obtaining the qualification. Experience in legal research. Good communication (written and verbal). Ability to solve problems. Ability to work under pressure. Good office administration, computer literacy, planning and organizing skills. Experience in the management of litigation. Valid driver’s license and willingness to travel.

DUTIES: Provide legal advice and opinions. Ensure compliance with all relevant legislation and policies by the department. Legal drafting and interpretation. Draft, review and amend contracts and any other legal documents. Comment on legislation, policies and any other legal documents. Knowledge of Court procedures. Administer the process of appeals. Management of litigation. Coordinate and monitor the implementation of Access to Information Act and PAJA.

ENQUIRIES: Ms. J. Madumo Tel No: (011) 355 7277

POST 33/232: SURVEY TECHNICIAN CONTROL: FIELD REF NO: DRT/CCPP&B/2019/26
Branch: Roads Infrastructure
Directorate: Construction, Capital Projects Programming and Budgeting
Re-Advertisement

SALARY: R446 202 – R510 189 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience post qualification)

CENTRE: Johannesburg


DUTIES: Administer Sub-Directorate budget and human resource functions. Give expert advice and guidance on technical matters relating to surveys. Maintain professional registration to ensure ultimate professional services to the Public. Maintain Survey operational effectiveness. Human capital management for the programming and budgeting sub-directorate. Ensure training and development of technicians, technologists and candidate engineers to promote skills and knowledge transfer. Ensure adherence to sound engineering principles and code of good practice. Manage and ensure EPWP compliance for the Construction Chief Directorate. Ensure job creation on all projects.

ENQUIRIES: Mr. E. Mashaba Tel No: (011) 355 7096/7013

POST 33/233: ASSISTANT DIRECTOR: LEAVE ADMINISTRATION AND TERMINATIONS REF NO: DRT/OD&HRA/2019/28
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
Re-Advertisement

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

CENTRE: Johannesburg
REQUIREMENTS: A 3 year National Diploma/Bachelor's Degree in Human Resource Management/Public Administration/RPL Certificate in relation to the post. 2-3 years’ experience in the field of Leave Administration and Terminations of which at least 2 years must be at the level of Supervisor. Knowledge and understanding of BCEA, LRA, EEA, PSA, PSR, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Working knowledge of PERSAL and SAP. Computer Literacy Skills. A Valid Driver’s license is essential.

DUTIES: Develop, communicate and manage the implementation of processes, procedures, programs, databases. Overall management of the division and establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements. Compile monthly, quarterly and annual management information reports.

ENQUIRIES: Mr. G. Taunyane Tel No: (011) 355 7526

POST 33/234: ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DRT/OD&HRA/2019/29
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration

SALARY: R376 596 per annum (Level 09) (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: A 3 year National Diploma/Bachelor’s Degree in Human Resource Management /RPL Certificate in relation to the post. 2-3 years’ experience in the field of Recruitment and Selection of which at least 2 years must be at the level of Supervisor. Knowledge and understanding of BCEA, LRA, EEA, PSA, PSR, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Working knowledge of PERSAL and SAP. Computer Literacy Skills. A Valid Driver’s license is essential.

DUTIES: Overall management of the division Recruitment and Selection. Develop/communicate and manage the implementation of processes, procedures, programs, database and filling of vacancies. Develop, maintain and implement HR related polices and strategies. Monitor all career incidents on PERSAL and implement control measures, procedures and processes. Render guidance and training advice to managers or employees on matters relating to Recruitment and Selection. Develop or quality assure the correctness of submissions to delegated authorities. Compile monthly, quarterly and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.

ENQUIRIES: Mr. G. Taunyane Tel No: (011) 355 7572

POST 33/235: ASSISTANT DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES REF NO: DRT/DS/2019/30
Branch: Roads Branch
Directorate: Design Services

SALARY: R376 596 per annum (Level 09) (plus benefits)
CENTRE: Johannesburg, Head Office

REQUIREMENTS: A 3 year National Diploma/Bachelor’s Degree in Public Administration, Real Estate & Deeds /RPL Certificate in relation to the post with 2-3 years in Land Acquisition in which 2 years must be at supervisory level. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Driver’s license is essential. Knowledge and understanding of Gauteng Transport Infrastructure Act (GTIA), Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.

DUTIES: Provide effective supervision and operations of Land Acquisition processes. Efficient resolution of land acquisition enquiries (Request for Leasing of land, Confirmation of Compensation for Land Acquisition, Confirmation of whether
ENQUIRIES : Mr. E. Mashaba Tel No: (011) 355 7096/7013

POST 33/236 : ASSISTANT DIRECTOR: LABOUR RELATIONS - CASE MANAGEMENT
REF NO: DRT/LR/2019/31
Branch: Corporate Services
Directorate: Labour Relations
Re-Advertised

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : A 3 year National Diploma/Bachelor’s Degree in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post. 2 to 3 years’ experience in the field of Labour Relations or Labour Law or Trade Union environment, of which at least 2 years must be at the level of Supervisor. Knowledge of LRA, PSA and Regulations, Public Service Legislative Frameworks, BCEA, PAJA, EEA, SDA, PFMA, PSCC CBC resolutions as well as Human Resources policies and procedures. Written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management skills, decision making skills, financial management and computer literacy. A valid driver’s license is essential.

DUTIES : Coordinating and facilitating grievances and misconduct cases in the Department. Maintain and manage a case management system, as well as manage and facilitate all disciplinary processes, in terms of providing advisory services to the Department on Labour Relations issues. Promote sound Labour Relations practices, acknowledge and register all cases in the Department by capturing and updating all cases on case management system. Produce and submit reports for the Department and external Stakeholders. Timeously prepare and facilitate on resolutions for the misconduct and grievance cases. Assist with other interests such as facilitating training on line managers on how to assist in handling of grievances and collective bargaining issues. Conduct awareness sessions and liaising with HR on Labour Relations matters. Promote sound collective bargaining practices. Management of Sub-directorate. Manage staff performance, assessments and resources.

ENQUIRIES : Mr. X. Mlambo Tel. No: (011) 355-7560

POST 33/237 : ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: DRT/IS/2019/32
Branch: Corporate Services
Directorate: Information Systems
Re-Advertised

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : A 3 year National Diploma or Bachelor’s Degree in IT, A+, N+. MCSE at least 2 to 3 years’ experience in the Desktop and support of which at least 2 years must be at the level of Supervisor. A valid driver’s license is essential, and good communication skills. Good customer relationship skills. Service delivery innovation skills.


ENQUIRIES : Mr. E. Ndou, Tel No: (011) 355-7315
POST 33/238 : ASSISTANT DIRECTOR: FINANCIAL SUPPORT REF NO: DRT/FA/2019/33
Branch: Roads Branch
Directorate: Financial Accounting
Re-Advertisement

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : A 3 year National Diploma/Bachelor's Degree in Financial or Management Accounting/RPL Certificate in relation to the post with at least 3 years' experience of which a minimum of 2 years should be at a supervisory level. Leadership Skills. Extensive knowledge of PFMA, Treasury Regulations, SAP and BAS. Knowledge in preparation of the financial statements in accordance with Modified Cash Standard is essential. Valid Driver's license is essential.
DUTIES : Ensure suspense accounts are monitored and cleared on a monthly basis. Effectively deal with the month and year-end closure procedures. Perform analytical reviews on both expenditure and revenue accounts per line item. Ensuring interdepartmental receivables and payables are reconciled timeously. Compilation of accurate and complete monthly, quarterly and annual financial statements and also ensure the audit file is properly referenced. Ensure the financial reports are submitted timeously in line with the pre-determined dates. Ensure compliance to PFMA, Treasury Regulations, internal policies and any other Legislation that might be necessary. Maintain a complete and accurate register for all liabilities within the Department. Provide financial support to other stakeholders within the department to produce quality financial information. Assist in development of finance policies, guidelines and any other roles that help in executing the duties of the assistant director and smooth running of the component. Assist in the administration of the debt account of the Department and responding to internal and external audit queries
ENQUIRIES : Mr. T Mokete Tel No: (011) 355-7473

POST 33/239 : SENIOR EXAMINER REF NO: DRT/PRA/2019/34 (X3 POSTS)
Branch: Transport Branch
Directorate: Provincial Registration Authority
Re-Advertisement

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Maponya/Xavier/Kliptown/Sebokeng
REQUIREMENTS : A Grade 12 certificate/RPL Certificate in relation to the post with 3 years’ Supervisor and Examiners of Vehicle experience; Qualified and registered as a Grade A Examiner with a relevant qualification (Code EC and A); valid Driver’s License Grade EC; Knowledge of PSA; BCEA; PAJA; PAIA; eNaTIS; Municipal By-Laws; Control of Access to Premises and Vehicles Act; and OHS Act. Computer literacy skills.
DUTIES : Ensure that applicable documents are received for consideration in terms of the NRTA. Ensure that tests are conducted in terms of the NTA; ensure that test results are captured on eNaTIS. Ensure that renewals of driving licenses and PrDP’s are conducted. Monitoring of Fraud and Corruption, and reporting of all unlawful activities. Stakeholder communication and management. Ensure maintenance and compliance of all testing facilities; and Human Resource Management.
ENQUIRIES : Ms. M.M. Nkabiti Tel No: (011) 355-9039/9037

POST 33/240 : ASSISTANT DIRECTOR: PROJECTS REF NO: DRT/R/2019/35
Branch: Transport Branch
Directorate: Registration and Monitoring
Re-Advertisement

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A 3 year National Diploma/Bachelor's Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. Extensive proven competence of 2-3 years’ relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) no 5 of 2009 and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic
Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with emphasis on Excel, MS Word, MS Projects and PowerPoint; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver’s license is essential.

**DUTIES**: To manage the proper assessment of registration applications by associations and operators as per application checklist. To ensure that all received registration applications are administered correctly. To ensure compliance to all relevant transport legislation. Manage the accurate capturing of information in relation to the registration of Public Transport operators/associations. To supply data to relevant Metropolitan and District Municipal authorities in relation to confirmation of registration. To manage the effective administration and record keeping of enquiries/queries for the registration process. To manage received applications for the registration of operators/associations. Assist with the administration of projects. Coordinate meetings and workshops, to manage constant communication with staff in relation to the verification of information and documents for registration. To train and supervise Subordinate staff; Assign tasks and functions to subordinates. To report on the statistics in relation to received and processed registration applications. Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate.

**ENQUIRIES**: Mr. M. Sojane Tel No.: (011) 227-8302/8337

**POST 33/241**: ASSISTANT DIRECTOR: ADMINISTRATIVE COMPLIANCE REF NO: DRT/R&C/2019/36 Branch: Transport Branch Directorate: Registration and Compliance Re-Advertisement

**SALARY**: R376 596 per annum (Level 09) (plus benefits)

**CENTRE**: Johannesburg, Head Office

**REQUIREMENTS**: A 3 year National Diploma/Bachelor’s Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. 2 to 3 years appropriate experience in the eNatis environment of which 2 years must be at Supervisory level. Knowledge of the following will be a distinct advantage: Road Traffic Act, PFMA, Criminal Procedure Act, PSA and Treasury Regulations. Leadership skills and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. Understanding of the TRAFMAN system. A valid Driver’s license is essential.

**DUTIES**: Ensure an effective and efficient frontline service delivery monitoring, customer relations, query management and transversal services. Develop and manage a programme of reporting and operational reporting templates that facilitate the acquisition and aggregation of licensing service centre activity information. Develop the management control systems and procedures, geared towards quality and customer service excellence. Develop and manage a Registering Authority statistics maintenance policy and framework. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Develop and manage a framework for Registering Authorities site visits. Provide information and accompany delegates to front line service centres. Prepare reports and other documentation for senior management as required. Develop and manage a training programme aimed at ensuring that the licensing centre personnel and monitoring team is conversant with relevant legislation, policies, procedures and development needs.

**ENQUIRIES**: Ms. K. Tshabalala Tel No: (011) 891 0090

**POST 33/242**: ASSISTANT DIRECTOR: VEHICLE FITNESS REF NO: DRT/R&C/2019/37 Branch: Transport Branch Directorate: Registration and Compliance Re-Advertisement

**SALARY**: R376 596 per annum (Level 09) (plus benefits)

**CENTRE**: Johannesburg, Head Office

**REQUIREMENTS**: A 3 year National Diploma/Bachelor’s Degree in Public Administration/Transportation Management/Licensing/RPL Certificate in relation to the post.
relation to the post. 2 to 3 years’ experience in the eNatis environment of which at least 2 years must be at the level of Supervisor. The candidate should have in depth knowledge of the NRTA and Regulations, PFMA, BCEA, PSA, LRA, PAJA and PAIA. An in depth understanding of eNaTIS will be a distinct advantage. Supervisory skills, leadership skills and advanced computer literacy skills, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid Driver’s license is an inherent requirement of the position.

**DUTIES**

- Give constant input into eNatis software development and enhancement as it relates to the area of responsibility. Attend National and Provincial meetings and chair sub-committees as it relates to the area of responsibility. Give constant input into Road Traffic legislative amendments as it relates to the area of responsibility. Register and monitor Compliance of Vehicle Testing Station, Authorize Officers Manufacturers, Importers and Builders of vehicles (MIB’s), implement Administrative action in terms of PAJA. Handle MEC and legislature enquiries. Develop management control systems and procedures, geared towards quality and customer service excellence, which eliminates risks in the area of responsibility. Prepare reports and other documentation for senior management as required. Manage Human resources of the section, supervise subordinates and perform any other delegated tasks in line with the functions of the directorate.

**ENQUIRIES**

Ms. K. Tshabalala Tel No: (011) 891 0090

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**POST 33/243**

**ASSISTANT DIRECTOR: MONITORING DRT/R/2019/38 (X3 POSTS)**

Branch: Transport Directorate: Registration and Monitoring Re-Advertisement

**SALARY**

R376 596 per annum (Level 09) (plus benefits)

**CENTRE**

Johannesburg, Tshwane TOLAB, West Rand TOLAB

**REQUIREMENTS**

A 3 year National Diploma/Degree in Public Administration/Transport Management/Licensing/ RPL Certificate in relation to the post. Extensive proven competence of 2-3 years’ relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with emphasis on Excel, MS Word, MS Projects and Power Point; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver’s license is essential.

**DUTIES**

To manage the schedules of Monitors of the different regions in Gauteng; To ensure that all received registration applications are administered correctly; To ensure compliance to all relevant transport legislation; To manage the accurate capturing of information in relation to the registration of Public Transport operators/associations; To supply data to relevant Metropolitan and District Municipal authorities in relation to confirmation of registration; To assist with the administration of projects. Coordinate meetings and workshops, To manage constant communication with staff in relation to the verification of information and documents for registration; To train and supervise Subordinate staff; Assign tasks and functions to subordinates; To ensure proper communication and feedback to all staff; To report on the statistics in relation to received and processed registration applications; Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate. The successful candidate will oversee and manage the registration of 3 operators/association in the Directorate.

**ENQUIRIES**

Mr. M. Sojane Tel No: (011) 227-8302/8337

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**POST 33/244**

**ASSISTANT DIRECTOR: APPLICATIONS COUNTER REF NO: DRT/OL/2019/39**

Branch: Transport Branch Directorate: Operating Licensing Re-Advertisement

**SALARY**

R376 596 per annum (Level 09) (plus benefits)

**CENTRE**

Johannesburg (1 Post)
REQUIREMENTS: A 3 year National Diploma/ Bachelor’s Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. 2-3 years’ relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No 5 of 200 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills, good liaison and team working skills; Good interpersonal, organization and planning skills. A valid driver’s License is essential.

DUTIES: Manage the receipt and verification of operating license applications for all public passenger road transport. Ensure that public transport operators are provided with the relevant information relating to public transport operating licenses. Ensure that all applications for operating licenses and the relevant supporting requirements are submitted by public transport operators and are thoroughly verified. Contribute towards the finalisation of Annual Performance Plan and Operational Plan. Manage staff in the applications counter unit. Liaise and consult with public transport operators, commuters and other government institutions. Manage the implementation of key public transport related projects. Prepare monthly and quarterly reports.

ENQUIRIES: Ms N. Dube Tel No (011) 227 8305

POST 33/245: ASSISTANT DIRECTOR ISSUING AND COLLECTION SERVICES REF NO: DRT/OL/2019/40 (X1 POST)
Branch: Transport Branch
Directorate: Operating Licensing
Re-AdVERTISEMENT

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

CENTRE: Tshwane

REQUIREMENTS: A 3 year National Diploma/ Bachelor’s Degree in Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post at least 3-5 years’ experience within the public transport environment. Extensive proven competency and experience in the public sector at supervisory level, preferably in the transport environment and project management. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No 5 of 200 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, PFMA and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills, good liaison and team working skills; Good interpersonal, organization and planning skills. A valid driver’s License is essential.

DUTIES: The incumbent will perform the following duties in the issuing of operating license: Manage the scheduling of permit/operating license applications for Gauteng Provincial Regulatory Entity (GPRE) hearings. Manage the safe-keeping of printed certificates for issued operating licenses. Manage the implementation of key public transport related projects. Consolidation of portfolio of evidence (POE) that is signed copies of Operating Licenses. Manage the registry section. Manage the flow of information, documents and files for issuing of permits/ operating licenses. Manage collection of operating license. Liaise with Gauteng Provincial Regulatory Entity (GPRE) in relation to the signing of face values for issuing of operating licenses. Prepare monthly and quarterly reports. Manage the performance of assigned personnel to achieve key result areas that derive from directorate Work plan. Contribute towards the finalisation of the Annual Performance Plan and Operational Plan.

ENQUIRIES: Ms N. Dube Tel No: (011) 227 8305
**POST 33/246** | **ASSISTANT DIRECTOR: PROCESSING SERVICES**  
**REF NO:** DRT/OL/2019/41  
Branch: Transport Branch  
Directorate: Operating Licensing  
Re-Advertisement

**SALARY** | R376 596 per annum (Level 09) (plus benefits)

**CENTRE** | Tshwane (X1 Post)  
Ekurhuleni (X1 Post)

**REQUIREMENTS** | A 3 year National Diploma/ Bachelor’s Degree Public Administration/Transport Management/Licensing/RPL Certificate in relation to the post. 2-3 years’ relevant experience, of which 2 years must be at Supervisory level. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No 5 of 200(NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Ability to collect and interpret information. Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills, good liaison and team working skills; Good interpersonal, organization and planning skills. A valid driver’s License is essential.

**DUTIES** | Receiving and processing of operating licenses. Manage the effective administration of information and documents. Manage the advertisement of operating licenses. Manage the processing of applications for the permit conversion process and administer referrals to Metro and Inter-provincial Boards/Entities. Manage the liaison support function. Manage the flow of information and reports in relation to processed applications. Contribute towards the finalisation of Annual Performance Plan and Operational Plan. Liaise with stakeholders. Manage the implementation of key public transport related projects. Manage the performance of assigned personnel to achieve key results areas that derived from Directorate work plan. Prepare monthly and quarterly reports.

**ENQUIRIES** | Ms N. Dube Tel No: (011) 227 8305