ANNEXURE W

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

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

FOR ATTENTION:
Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment

CLOSING DATE:
06 December 2019, 12h00. No late applications will be considered.

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

MANAGEMENT ECHELON

POST 42/185:
DIRECTOR- STAKEHOLDER MANAGEMENT REF NO: REFS/004774
Directorate: Stakeholder Management
Please note that this is a re-advertisement and people who applied previously are encouraged to apply.

SALARY:
R1 057 326 per annum (all-inclusive package)

CENTRE:
Johannesburg (Head Office)

REQUIREMENTS:
Grade 12 plus Bachelor degree (NQF Level 7) in Business Management/Community Development/Development Communications/Governance or equivalent NQF Level 7 qualification as recognised by SAQA. 5 years’ experience at a middle managerial level in community/stakeholder projects and programmes. A valid driver’s license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills. Strong leadership and managerial qualities, a good track record working with multi stakeholders, a proven track record in negotiating strategic partnerships on behalf of government, proven track record in the implementation of Intergovernmental Relations strategies and frameworks Understanding of government communication environment, framework and prescripts. Job related skills: Communication (verbal and written), Interpersonal relations, Analytical thinking, Conflict Management, Decision making.

DUTIES:
Management of the directorate, develop, manage and implement a stakeholder engagement strategy, Intergovernmental relations framework and Strategic Partnerships framework, develop and implement policies to enhance the performance and realisation of the departmental goals, translate stakeholder interests into programmes and projects for consideration by the department and the MEC, coordinate and manage the Intergovernmental relations structures of the department, track the implementation of the decisions of the intergovernmental relations structures of the department, identify, negotiate and implement the strategic partnerships for the department, establish and maintain good relations between GDARD and other departments, facilitate the implementation of the MEC’s stakeholder engagement programme, perform mobilisation activities on behalf of the department, conduct follow
ups on commitments made by the department and MEC during stakeholder engagement sessions.

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

**DEPARTMENT OF E-GOVERNMENT**

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

**APPLICATIONS**
All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

**CLOSING DATE**
06 December 2019

**NOTE**
Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**OTHER POST**

**POST 42/186**

**ASSISTANT DIRECTOR: LOGISTICS SUPPORT REF NO: REF/004779**
Sub-Directorate: Auxiliary Services

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

**CENTRE**
Johannesburg

**REQUIREMENTS**
Grade 12 certificate plus NQF 5 – certificate in Facilities Management (with minimum of 120 credits) or Diploma (NQF 6) in Facilities (related disciplines). Minimum of 5 years’ practical (proven) work experience within building/facilities related environment. Knowledge of buildings systems (viz: HVAC, lifts including uninterrupted Power Suppliers Systems). Coordination of client related services (e.g. executive meetings organisation including off site). Valid driver’s license will be an added advantage.

**DUTIES**
Supervision of all matters related to Auxiliary Services including but not limited to Maintenance. Ensure Legislative compliance in relations to the building including but not limited to OHSA and Building Regulations Act. Liaise with all Internal and external stakeholders like the Municipal which has jurisdiction over the buildings which are under the department including Department of Infrastructure Development. Client Relations Management- monitor internal and external service delivery for the sub directorate.

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

**DEPARTMENT OF HEALTH**

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

**ERRATUM:** Kindly note that the post of Keyboard Operator (For Leratong Hospital) with Ref No: LERA/KBO/008 advertised in Public Service Vacancy Circular 41 dated 15 November 2019 has been withdrawn, a corrected advertisement will follow.

**MANAGEMENT ECHELON**

**POST 42/187**

**CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: CD: SC&AM/11/2019**
Directorate: Supply Chain Management Directorate

**SALARY**
R1 251 183 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**
Central Office, Johannesburg
**REQUIREMENTS**

- An appropriate tertiary qualification (NQF level 7) in Supply Chain Management/Financial Management or equivalent qualification (as required by SAQA) plus 8 -10 years’ relevant working experience in Supply Chain Management, of which 6 years must have been at a senior management level. A valid drivers’ licence. Self-driven, independent, dynamic, self-confident, a self-starter with client focused approach and attitude. Must demonstrated good interpersonal, people management and leadership skills. The ability to interpret and implement policies and meet deadlines. Understanding of departmental policies and procedures, regulations and amendments, financial management, supply chain management and change management. Knowledge of the Public Finance Management Act, Public Service Regulations, National Treasury Regulations, Guidelines and Directives, Preferential Procurement Policy, Government Supply Chain Management Framework, government financial system (PERSAL and BAS), as well as financial prescripts (GAAP and GRAP). Planning and organizing. Knowledge of coaching and development people’s skills. The ability to work on tight deadlines and time frames. Must possess good Report Writing Skills, Management skills, Numeracy skills and advanced computer skills. Must be Creative, Dedicated, approachable, hard-working, ethical and trustworthy. The ability to communicate at all levels is important. Administrative and management knowledge, Project management, teambuilding, people and interpersonal relations skills are required. Must have excellent Communication skills (verbal and written), Problem-Solving and Interventional Skills. Highly motivated and enthusiastic to contribute to supply chain management services. The ability to lead transformational change in a complex environment and manage change in the institution. Research and policy formulation abilities are required.

**DUTIES**

- Provide leadership and strategic direction in the Chief Directorate Manage. Manage and ensure proper monitoring of the department's movable assets. Manage and provide strategic logistical support. Manage and oversee the overall management and monitoring regarding supply chain compliance. Manage, facilitate and co-ordinates contracts. Develop and ensure the implementation of National and Provincial policies procedures, systems and controls. Foster effective relationships with all stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Provide leadership, strategic direction and policy guidance. Provide management information, statistics and reports to all relevant stakeholders. Advice Chief Financial Officer (CFO) on all supply chain management related matters.

**ENQUIRIES**

- Ms. K. Lehloenyra Tel No: (082) 050 6829

**APPLICATIONS**

- Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**FOR ATTENTION**

- Recruitment and Selection

**NOTE**

- It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to
**DUTIES**

Plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework; to represent the hospital authoritatively at provincial and public forums; to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. 

Financial Management: maximize revenue through collection of all income due to the hospital; ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines; ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. 

Facility Management: ensure business support and systems to promote optimal management of the institution as well as optimal service delivery; ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources; promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. 

Procurement and Management of Equipment and Supplies: implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA; ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: oversee clinical governance to ensure high standards of patient care; establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety; manage the institution’s risks to ensure optimal achievement of health outcomes. Report writing skills. Willing to work after hours, standby or on call basis. 

**ENQUIRIES**

Ms Lerutla Tel No: (081) 721 3501

**APPLICATIONS**

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**FOR ATTENTION**

Recruitment and Selection

It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this
advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

**POST 42/189**

**DIRECTOR: ICT SYSTEMS AND INFRASTRUCTURE OPERATIONS REF NO: D:**

ICT/SIO/11/2019

Directorate: Corporate Services

**SALARY:**

R1 057 326 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE:**

Central Office, Johannesburg

**REQUIREMENTS:**

NQF level 7 Tertiary qualification in Business Management qualification. Post Graduate qualification in ICT will be an added advantage. 5 years’ experience at middle management in ICT Systems and Infrastructure Operations Management environment. ICT systems and Infrastructure Operations experience within either the Public or Private sector. COBIT and ITIL qualifications and experience would be advantageous.

**DUTIES:**

Manage both the technical and managerial aspects of the ICT Systems and Infrastructure Directorate. Ensure continuous improvement of the GDOH ICT Systems and Operations strategies. Review, updated and communicate ICT Systems and Infrastructure policies, practices and standards. Ensure Systems and ICT Infrastructure are optimally deployed and provide availability in line with Departmental service offering. Manage the service level agreements of appointed Infrastructure Operations and Systems service providers. Act as the single point of engagement with Gauteng Department of E-Government with regard to ICT Infrastructure Operations and Systems related matters. Mentor and support GDOH facility ICT Managers, where applicable. Maintain and improve ICT systems and infrastructure for GDOH facilities. Function as the single point of contact for all GDOH related ICT Systems and Infrastructure Operations Management matters i.e. request for information. Conduct regular assessment to ensure GDOH facilities complies with the relevant ICT Systems and Infrastructure operations policies and practices. Define appropriate ICT systems and infrastructure operations strategies to optimise systems and operational services in line with the required facility services. Ensure adherence to Executive Management Governance processes and practices. Contribute to the definition of appropriate ICT systems and infrastructure architecture and strategies.

**ENQUIRES:**

Mr. Solly Cave Tel No: (072) 873 8814

**CLOSING DATE:**

06 December 2019
DUTIES

Develop Human Resource policies. Strategic, Leadership and business partnering. Problem solving and decision-making skills. Good communication skills. Advanced computer skills. Willingness to travel and work irregular hours. A valid driver’s license. Good interpersonal relations and working in a team.

CENTRE

Johannesburg Health District

REQUIREMENTS

A SAQA recognized NQF Level 7 tertiary qualification in Human Resources Management. Five (5) years applicable experience at Middle manager level in Human Resources Management sphere. Knowledge of the public management framework and Human Resource policies. Strategic, Leadership and business partnering. Problem solving and decision-making skills. Good communication skills. Advanced computer skills. Willingness to travel and work irregular hours. A valid driver’s license. Good interpersonal relations and working in a team.

APPLICATIONS

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

FOR ATTENTION

Recruitment and Selection

NOTE

It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

CLOSING DATE

06 December 2019

POST 42/190

DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: D: HRM/11/2019

Directorate: Human Resource Management

SALARY

R1 057 326 per annum (All-inclusive remuneration package of which a portion could be structure according to the individual’s needs)

RECRUITMENT AND SELECTION

The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
sustainable relationships/partnership with all role players/stakeholders towards achievement of developmental objectives. Chair various human resource management-based forums/committees. Oversee collation and analysis of data on intervention and reconfiguration of such reporting.

ENQUIRIES : Mrs. ML Morewane (JHB Health District) Tel No: (011) 694 3710/05
APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION : Recruitment and Selection
NOTE : It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representivity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Note: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

CLOSING DATE : 06 December 2019
Directorate: Stakeholder Management

SALARY : R1 057 326 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs).
CENTRE : Central Office

DUTIES : Develop the multi sector Gauteng Strategic and Implementation Plans on HIV, TB and STIs for 2017 to 2022 NSP and coordinate effective implementation, implement the multi sector Gauteng AIDS Council policy on combination HIV prevention for young
women and their male partners including high risk groups and key populations. Support development of the community led civil society response to HIV and TB to implement the Gauteng Strategic Plan on HIV, TB and STIs for 2017 to 2022. Undertake financial and human resource planning and management. Develop partnerships and manage stakeholders.

ENQUIRIES

Dr. B Montoedi Tel No: (082) 830 1919

APPLICATIONS

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

FOR ATTENTION

Recruitment and Selection

NOTE

It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

CLOSING DATE

06 December 2019

OTHER POSTS

POST 42/192

HEAD OF DEPARTMENT: SENIOR LECTURER/ADJUNCT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR REF NO: HOD/OBS & GYNAE/11/19

Directorate: Obstetrics & Gynaecology

SALARY

Grade 1: R2 161 416 per annum (all inclusive)
Grade 2: R2 363 379 per annum (all inclusive)

CENTRE

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

MBChB qualifications, MMed (Obstetrics & Gynaecology) or FCOG (Obstetrics & Gynaecology SA. A valid registration with Health Professions Council of South Africa (HPCSA) as an Obstetrics & Gynaecology Medical Specialist and proof of current HPCSA registration. A minimum of ten (10) years’ experience after registration as an Obstetrics & Gynaecology surgeon. Experience in training and supervision of undergraduate and postgraduate students. Scientific publication in a peer reviewed journal (minimum of 3).

DUTIES

Successful candidate will be responsible for the provision of Obstetrics & Gynaecology quality, cost effective clinical services at Kalafong Tertiary Provincial Hospital. Full time Clinical Service provision including afterhour’s service (weekdays, weekends and
Public holiday). Organising Obstetrics & Gynaecology services in the hospital and the sub district in order to achieve quality services that are effective and efficient. Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Obstetrics & Gynaecology academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Train under-–and-post graduate students. Provide academic and administrative leadership. Initiate and participate in research activities and publications in accordance with the Faculty plans.

ENQUIRIES

Dr. SA Matjila Tel No: (012) 318 6500

APPLICATIONS

Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

06 December 2019

POST 42/193

HEAD OF DEPARTMENT: ORTHOPAEDICS-SENIOR LECTURER/ADJUNCT PROFESSOR/ ASSOCIATE PROFESSOR/PROFESSOR REF NO: HOD/ORTHPAEDIC/09/19

Directorate: Orthopaedic Unit

SALARY

Grade 1: R2 161 416 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

Grade 2: R2 363 379 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

CENTRE

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

MBChB qualifications, MMed (Orthopedics) or FC (Ortho) SA.A valid registration with Health Professions Council of South Africa (HPCSA) as an Orthopedics Medical Specialist and proof of current HPSCA registration. A minimum of ten (10) years' experience after registration as an Orthopedic surgeon. Experience in training and supervision of undergraduate and postgraduate students. Scientific publication in a peer reviewed journal (minimum of 3).

DUTIES

Successful candidate will be responsible for the provision of Orthopedic quality, cost effective clinical services at Kalafong Tertiary Provincial Hospital. Full time Clinical Service provision including after-hours service (weekdays, weekends and Public holiday). Organizing orthopedic services in the hospital and the sub district in order to achieve quality services that are effective and efficient. Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Orthopedics academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Train under-–and-post graduate students. Provide academic and administrative leadership. Initiate and participate in research activities and publications in accordance with the Faculty plans.

ENQUIRIES

Dr SA Matjila Tel No: (012) 318 6500
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “In the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE: 06 December 2019
HEAD OF CLINICAL UNIT: SENIOR LECTURER/ADJUNCT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR REF NO: HOCU/INT MED/11/19

Directorate: Internal Medicine Unit

SALARY:
Grade 1: R 728 807 per annum (all inclusive)
Grade 2: R 890 363 per annum (all inclusive)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
MBCHB qualification. MMed (Internal Medicine). Minimum of three (3) years' experience after registration with HPCSA. Teaching experience in medical under and postgraduate programmes. Appropriate publication and research record. Experience in training and supervision of postgraduates students.

DUTIES:
Successful candidate will be responsible for the provision of Internal Medicine quality, cost effective clinical services at Kalafong Tertiary Provincial Hospital. Full time Clinical Service provision including afterhour's service (weekdays, weekends and Public holiday). Review discharge summaries. Assist in Organisation of clinical examination. Lecturing where required. Supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Internal Medicine academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Internal Medicine Head of Department and Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Assist in coordinating duty list and staff allocation in the department. Act as Head of Internal Medicine Department if the HOD is on leave or not available. Assist in coordination of academic program. Liaise with other departments and hospitals where required.

ENQUIRIES:
Prof DG Van Zyl Tel No: (012) 373 1075

APPLICATIONS:
must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE:
06 December 2019

SENIOR MANAGER: PHARMACEUTICAL SERVICES (OSD) REF NO: SM:PS/11/2019

Directorate: Pharmaceutical Services and Clinical Support Services

SALARY:
R1 322 400 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

CENTRE:
Gauteng Department of Health, Johannesburg

REQUIREMENTS:
B.Pharm or equivalent qualification. Registration with the South African Pharmacy Council, as a pharmacist. At least 3 years’ relevant experience in pharmacy management. A post graduate qualification in pharmaceutical management will be an added advantage. Valid South African driver’s licence. Computer proficiency. Knowledge of supply chain management, financial management, HR management and of legislation relating to the provision of pharmaceutical services. Sound leadership; negotiation skills; analytical skills; communication skills (verbal and written); problem solving and decision making skills.

APPLICATIONS:
must be submitted to: Gauteng Department of Health, Johannesburg.

NOTE:
Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered.Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
solving and project management skills. Must be able to work under pressure. Achievement driven and self-motivated. Ability to interact with all key stakeholders within and outside the department. Must be a team player.

**DUTIES**

Provide guidance, leadership, and oversight for the effective and efficient provision of pharmaceutical services in the province/realisation of strategic goals and objectives for pharmaceutical services. Ensure the development, updating and implementation of provincial pharmaceutical policies and to facilitate compliance with all relevant legislation, policies and procedures relating to the provision of medicines and pharmaceutical services in the province. Establish optimal functioning of a provincial Pharmaceutical and Therapeutics Committee (PTC) in accordance to the national policy on PTC’s. Provide oversight on efficient and effective budgeting, usage of financial resources, demand planning, procurement, distribution and management of essential medicines to ensure an uninterrupted supply of essential medicines in accordance with the Public Finance Management Act and National Treasury Regulations. To support rational medicine use initiatives in support of medicine usage aligned to the EML and STG’s. Promote patient safety and the effective use of the provincial budgets aligned to strategic objectives of the department. Implement provincial monitoring and evaluation systems for the prevention and early detection of essential medicines stock outs, projects implemented within the province and for outsourced pharmaceutical services projects. Investigate areas of risk, develop and implement a risk management plan for pharmaceutical services within the province. Support workforce management by assisting with recruitment and retention of pharmacy personnel, addressing capacity building needs, training of pharmacy support personnel and advising on HR policies relating to pharmacy staff. Motivate for the provision and maintenance of relevant infrastructure to support the requirements for an information management system, including visibility of data provincially and nationally. Provide oversight of the analysis and dissemination of data relating to pharmaceutical services.

**APPLICATIONS**

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107, for attention of Recruitment and Selection.

**ENQUIRIES**

Ms. Nocawe Thipa Tel No: (011) 628–9001

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107, for attention of Recruitment and Selection.

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.” It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications
verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 06 December 2019

POST 42/196 : DENTAL SPECIALIST GRADE 1 REF NO: SMUDS/01/19
Directorate: Orthodontics

SALARY : R1 106 040 – R1 173 900 per annum (All inclusive package)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Dental specialist. The candidate must be in possession of an MDent (Ortho) degree and be registered with the HPCSA as a specialist in Orthodontics for at least 1 to 5 years. The candidate should have experience in undergraduate and postgraduate teaching and training as well as in the management of orthodontic academic, clinical and administrative activities. Research experience & publications, Presentation of Papers/Abstracts at Conferences as well as experience in Online/BlackBoard learning will be added benefits.

DUTIES : The successful candidate will perform service rendering pertaining to the specialty of Orthodontics at the centre and in satellite centres serviced by the department. The successful candidate will be involved in undergraduate and postgraduate teaching, training and will participate in the development and management of the Orthodontic Curricula. The successful candidate will also be expected to initiate and participate in research activities of the Department. The candidate must have an idea of, and be prepared to develop himself/herself as an academic and administrator. Additional departmental and school duties will be assigned to the candidate at the HoD’s discretion and where required, to serve as Acting HOD.

ENQUIRIES : Prof MPS Sethusa (Orthodontics) Tel No: (012) 521 4853
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001.

FOR ATTENTION NOTE : Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 06 December 2019

POST 42/197 : DEPUTY DIRECTOR (MEDICAL PHYSICS) REF NO: HRM 98/2019
Directorate: Medical Physics

SALARY : R1 025 316 per annum
**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**
- Msc (Medical Physics) PhD Medical Physics will be an added advantage. 8 years' experience practicing as a Medical Physicist (Independent practice). Registration with the HPCSA as a Medical Physicist (Independent Practice). Proven skills on writing bid specifications, acceptance testing and commissioning of high end radiation equipment. Proven record or willingness to teach and supervise students and interns at the Hospital and University level. Proven record or interest in research, teaching and supervision of Honors and Msc students at the University.

**DUTIES**
- Supervision of routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Administrative and Management activities (Internal and external). Ensuring compliance with national and international standards and regulations. Teaching and Training at both University and Hospital Level. External coordination with other institutions in the province or national on Medical Physics activities. Attending and Presenting at Meetings, workshops and CPD lectures both local and internal platforms.

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

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

**CLOSING DATE**
- 06 December 2019

**POST 42/198**

**SALARY**
- R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

**CENTRE REQUIREMENTS**
- An appropriate Master's Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years' experience as a professional Nurse of which a minimum of 7 years must be in a nursing education institution after qualifying as a nurse educator. Experience in educational programme development, research and 2-3 years’ management experience in nursing education in a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

**DUTIES**
- Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Lead strategic and operational planning of the institution and monitor operational planning of the institution. Direct the total quality management system of the institution. Develop regular institutional performance reports.

**APPLICATIONS**
- Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE**
- Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates...
recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

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<tr>
<th>CLOSING DATE</th>
<th>06 December 2019</th>
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<tbody>
<tr>
<td>POST 42/199</td>
<td>PRINCIPAL REF NO: PRN/11/2019</td>
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<tr>
<td>SALARY</td>
<td>R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).</td>
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<td>CENTRE REQUIREMENTS</td>
<td>Rahima Moosa Nursing College, Johannesburg</td>
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An appropriate Master’s Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driving license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
**DUTIES**

Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Lead strategic and operational planning of the institution and monitor operational planning of the institution. Direct the total quality management system of the institution. Develop regular institutional performance reports.

**APPLICATIONS**

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**ENQUIRIES**

Ms. ND Gidimisana Tel No: (079) 881 5707

**NOTE**

Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People With Disabilities Are Welcome To Apply: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**

06 December 2019.

**POST 42/200**

**VICE PRINCIPAL: ACADEMIC AND RESEARCH REF NO: VPAR/11/2019**

Directorate: Nursing Education and Training

**SALARY**

R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**

Gauteng College of Nursing (GCON), Johannesburg

**REQUIREMENTS**

An appropriate Master’s Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development in

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development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driving license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting, budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

**DUTIES:**
To plan, develop and monitor the implementation of a range of Nursing Education and training programmes (undergraduate and post graduate). Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meeting. Develop and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing Care, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the National Core Standards in terms of leadership and governance. Provide full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the Department and relevant stakeholders. Formulate and manage the departmental budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

**ENQUIRIES:**
Ms. Enquiries: Ms. ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS:**
Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE:**
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logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

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<tr>
<th>CLOSING DATE</th>
<th>POST 42/201</th>
<th>SALARY</th>
<th>CENTRE</th>
<th>REQUIREMENTS</th>
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<td>:</td>
<td>VICE PRINCIPAL: ACADEMIC ADMINISTRATION REF NO: CPAA/11/2019</td>
<td>R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).</td>
<td>Gauteng College of Nursing (GCON), Johannesburg</td>
<td>An appropriate Master’s Degree, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driving license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care throughout the country. Management and leadership skills, including strategic thinking, planning, monitoring and evaluation. Good communication skills, including presentation skills. Skilled in research development and coordination, evaluation and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written, including presentation skills. Skilled in research development and coordination, including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.</td>
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ensure a good working relationship within the Department and relevant stakeholders. Formulate and manage the component’s budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES : Ms. ND Gidimisana Tel No: (079) 881 5707
APPLICATIONS : Applications for Gauteng College of Nursing (GCON), Johannesburg must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

NOTE : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 06 December 2019.

POST 42/202 : MEDICAL PRACTITIONER (OCCUPATIONAL HEALTH) REF NO: MP (OCCH)/11/2019

CENTRE : Directorate: HRD/Employee Wellness

REQUIREMENTS : Central Office, Johannesburg

MBChB and Occupational Health and or Medicine Diploma/Degree Qualification, registered as an Occupational Medical Practitioner. Specialist Occupational medical Qualification will be an added advantage. A minimum of 5 years working experience as an Occupational Medical Practitioner will be an added advantage. Registration with HPCSA & Registration with relevant professional association SASOM. Knowledge: Extensive knowledge in all relevant OHS Legislation. COIDA processes DoL and Compensation Fund. GDOH Major Transformative Purpose (Vision, Mission) and performance requirements. Management of costed OHS and Wellness operational

SALARY : R938 964 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

NOTE : Application and selection is subject to security screening and vetting process.

DUTIES : Draw structures Medical surveillance as prescribed by OHSA and related regulations; Manage Medical Surveillance inclusive of Biological Monitoring, Initial, periodic and exit medical examination. Advise in the management of occupational injuries and disease; Assist in the management and reporting of injuries on duty and occupational medical emergencies in health care establishments as per exposure of the GDOH employees to occupational hazards; Advise in the management of occupational risks to injuries and diseases among GDOH employees, Certification of fitness for work and return to work; Provide of Occupational Health and Medicine Services in the GDOH Head Office and to institutions as the need may arise; Conduct medical surveillance prescribed by the Act for OMP’s; Develop Risk Based Medical Surveillance Plans; Ensure that compensation for occupational injuries and diseases cases are managed in a prescribed manner; Manage the provision of primary health care services as part of comprehensive occupational health care in GDOH; Collaborate and Participate in disaster management; Collaborate Participate of Health and Safety inspections; Develop and review occupational health protocols, and policy implementation instruments Health education and promotion related to HIV&AIDS and TB; Health and Productivity; SHERO; and Wellness management programmes as part of the Employee Health and Wellness in GDOH. Monitor and manage absenteeism with HR and supervisors. Develop and monitor a Legal Compliance Register for the hospitals. Establish and maintain good relations with OHS Stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/Wellness initiatives including training. Manage the operations and resources (Human Finance, Equipment, Assets) of the Directorate.

ENQUIRIES : Dr S Senabe Tel No: (068)3075124/G Gemell Tel No: (079) 8817014
APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION : Recruitment and Selection
NOTE : It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Successful candidates will undergo a medical screening and will be expected to do
Successful candidates will undergo a medical screening and will be expected to do so.

Assessment of candidates with disabilities: It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of these posts and candidates whose application indicates that they have disabilities will receive preference.

Candidates whose application is unsuccessful will receive an indication that their application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates will be subjected to security screening and vetting process and their applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do so.

Closing Date: 06 December 2019

Post 42/203:

CLINICAL COORDINATOR REF NO: CLCO/11/2019

Directorate Nursing Education and Training

Salary: R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

Centre: Gauteng College of Nursing (GCON), Johannesburg

Requirements:

Master’s Degree/ evidence of being in the process of obtaining Master’s degree. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

Duties:


Applications:

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street, Johannesburg 2000. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process and their applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do so.
The successful candidate will be required to enter into

DUTIES

- Facilitate the development of programmes. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation, monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Participate in recruitment, selection, appointment of HODs and the orientation programmes of academic staff.

ENQUIRIES

Ms. ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

NOTE

Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign

Closing Date: 06 December 2019

Post 42/204: Programme Coordinator (Undergraduate Programmes) REF NO: PCUP/11/2019

Directorate: Nursing Education and Training

Salary: R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

Centre: Gauteng College of Nursing, Johannesburg

Requirements:

- Master’s Degree/evidence of being in the process of obtaining Master’s degree. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

- Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

- Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

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**REQUIREMENTS**

**CENTRE**

**SALARY**

**POST 42/205**

**CLOSING DATE**

**EXAMINATION COORDINATOR REF NO: EXMC/11/2019**

**Directorate:** Nursing Education and Training

**R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).**

**Gauteng College of Nursing (GCON), Johannesburg**

**Master's Degree/evidence of being in the process of obtaining Master's degree. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years' experience as a professional of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and provide constructive inputs into programme reviews. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Detailed knowledge and understanding of the South African Nursing Council and Council on Higher prescripts governing Nursing Education and assessments. Ability to analyses assessment data and generate reports related outcomes including trend analysis. Good interpersonal skills and ability to work under pressure.**
of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate and monitor and evaluate assessment data from multiple sources.

**DUTIES**
Coordinate the central setting of examinations. Coordinates Internal and External Moderation. Develop an coordinate the implementation of Examination Pathways. Develop and coordinate the implementation of Examination Time Tables. Ensures Security in the distribution of Examination material to and from Campuses and external Moderators. Coordinates Examination and Promotion Committee (EPC) meetings. Monitors the publication of examination results. Develops and schedule for and monitors the viewing and remarking of examination scripts. Coordinates the appeals processes and collates reports for submission to the appeals committee. Develop reports on outcomes of appeals committee meetings for submission to the governing body.

**ENQUIRIES**
Ms. ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS**
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**CLOSING DATE**
06 December 2019

**POST 42/206**
PROGRAMME COORDINATOR (POSTGRADUATE PROGRAMMES) REF NO: PCPP/11/2019
Directorate: Nursing Education and Training

**SALARY**
R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).
**CENTRE**

Gauteng College of Nursing, Johannesburg

**REQUIREMENTS**

Master’s Degree/evidence of being in the process of obtaining Master’s degree. Registration with The South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional of which a minimum of 7 years’ must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

Facilitate the development of programmes and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardized learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.

**DUTIES**

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments).

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The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**: 06 December 2019

**POST 42/207**: REGISTRAR: ACADEMIC AND QUALITY CLINICAL COORDINATOR REF NO: RAQCC/11/2019

Direcrote: Nursing Education and Training

**SALARY**: R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**: Gauteng College of Nursing (GCN), Johannesburg

**REQUIREMENTS**: Master’s Degree/ evidence of being in the process of obtaining Master’s degree. Registration with the South African Nursing Council as a General Nurse and Midwife and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years’ experience as a professional of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Detailed knowledge and understanding of the South African Nursing Council and Council on Higher prescripts governing Nursing Education and assessments. Ability to analyses assessment data and generate reports related outcomes including trend analysis. Ability to develop annual and five year analytical reports on the assessment outcomes. Commitment to Nursing Education, Training and Practice. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate and monitor and evaluate assessment data from multiple sources. Ability to capture data and generate reports on a Management Information System.

**DUTIES**: Manage student recruitment and selection. Ensures integrity and security of certification process. Coordinates registration of students with College, SAQA and SANC. Keeps records of course extension, delayed completion, termination and records of RPL. Monitors the placement of Community Services Nurses. Liaises with CHE, SANC, Universities and Private NEIs. Monitor and evaluate the compliance to Memoranda of Agreement between Private NEIs and the Gauteng Department of Health. Monitors the management of general records of students from campuses. Coordinates processes and procedures for graduation. Monitor and evaluate the quality improvement plans of campuses.

**ENQUIRIES**: Ms. ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS**: Applications for Gauteng College of Nursing (GCN), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE**: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South
African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People With Disabilities Are Welcome To Apply: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Closing Date: 06 December 2019

POST 42/208: DEPUTY MANAGER (NURSING/TRAVEL CLINICS) REF NO: DM (N/TC) 11/2019
Directorate: Public Health Environmental Health Sub Directorate

SALARY: R843 618 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs).

CENTRE: Central Office, Johannesburg

REQUIREMENTS: Basic qualification: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A Post Basic qualification in Nursing Administration or Nursing Education. Experience in Travel Clinics will be an added advantage. A minimum of 10yrs/ recognizable experience in Nursing after registration as a Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, Nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, International Health Regulation, disciplinary code and grievance procedure, etc. Skills: Leadership, Organizational, Decision making band Problem Solving Abilities within the limit of the Public Sector and institutional policy framework. Interpersonal Skills including Public Relations, Negotiating and Conflict Handling. Financial and budgetary Knowledge pertaining to the relevant resources under management. Computer Skills in Basic Programs.

DUTIES: Coordination of optimal, holistic provisioning of travel medicine and health within set standard and a professional, legal framework. Manage effectively the utilization and supervision of resources (Human Resources, Financial Resources and Services). Coordination of the provision of training and research. Provision of effective support in nursing services. Maintain Professional Growth and self-development.

ENQUIRIES: Mr Z Futshane Tel No: (064) 8608687

APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X089 Marshalltown 2107.
Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019

POST 42/209: PHARMACY SUPERVISOR REF NO: LRT/PS/0025 (X1 POST)

Directorate: Pharmacy

SALARY: Grade 1: R821 205 – R871 590 per annum (All Inclusive Package)
Grade 2: R897 936 - R953 040 per annum (All Inclusive Package)

CENTRE: Leratong Hospital

REQUIREMENTS: Diploma/Bachelor Degree in Pharmacy, Registration with SAPC as a pharmacist. A minimum of 4 years’ appropriate experience after registration as a pharmacist with SAPC. Project management. Supervisory skills planning and organizing skills. Ability to work as a member for a multidisciplinary team. High level of reliability. Good problem solving and intervention skills and must be able to work under pressure and take initiative. Proficiency in Microsoft office, RDM, Oracle and Rx solution software. Public hospital experience will serve as an added advantage.

DUTIES: Assisting with the overall supervising of the pharmacy including the satellite pharmacy. Ensure availability and accessibility of medicines. Provisioning of high quality pharmaceutical care in the hospital. Project management, Human resources management, staff training, staff appraisals and supervision of work team in pharmacy. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Participate in the implementation of, and compliance with, the National Core Standards in the pharmacy. Conduct regular audits in the Pharmacy and the satellite pharmacy. Adhere to all pharmacy policies and procedures. Deputize for the Responsible Pharmacist/Pharmacy Manager when necessary. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with Performance Management and Development System (contracting, reviews and final assessment).

ENQUIRIES: MSs.R Laher Tel No: (011) 411 3882

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APPLICATIONS

Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form 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 copy drivers licence, certified SAPC registration certificate and proof of current registration with SAPC and attach proof of computer literacy. 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 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. Leratong Hospital 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).

CLOSING DATE

06 December 2019 (at 12h00 PM)

POST 42/210

REGISTRAR REF NO: REGOP/01/19

Directorate: Oral Pathology

SALARY

R821 205 – R858 711 per annum (All Inclusive)

CENTRE

SMU Oral Health Centre

REQUIREMENTS

Appropriate qualification that allows registration with the HPCSA as a Registrar Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. The candidate must be registered as a Dentist with HPCSA. Post graduate courses in Anatomy and Physiology is a requirement. Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours.

DUTIES

The successful candidate will pursue a course of five-year full-time study. During this period of study, the registrar will render laboratory based diagnostic services at SMU Oral Health center to the community consulting the center and referred from other institutions. The registrar will be required to execute a research project and be involved in undergraduate and postgraduate teaching, for Oral Hygienist, Dental Therapist and Dentists Degree courses.

ENQUIRIES

Dr B Bunn Tel No: (012) 521 4839

APPLICATIONS

Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

FOR ATTENTION

Mrs I Makgatho or Ms Pretty Rangoato

NOTE

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

CLOSING DATE

06 December 2019

POST 42/211

REGISTRAR REF NO: REGO/01/19 (X2 POSTS)

Directorate: Orthodontics

SALARY

R821 205 – R858 711 per annum (All Inclusive)

CENTRE

SMU Oral Health Centre
**requirements**

Appropriate qualification that allows registration with the HPCSA as a Registrar. Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. The candidate must be registered as a Dentist with HPCSA. Post graduate courses in Anatomy and Physiology is a requirement. Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours.

**DUTIES**

The Registrar will pursue a course of study as full time study over four years and no extension of training time will be awarded. Through the course of the study, the Registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and satellite service clinics and hospitals of the Gauteng Department. The Registrar will also be required to execute a research project as well as be involved in the training of undergraduate students. The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university.

**Enquiries**

Prof Sethusa Tel No: (012) 521 4853/4

**applications**

Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION**

Mrs I Makgatho or Ms Pretty Rangoato

**NOTE**

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

**Closing Date**

06 December 2019

**Post 42/212**

Registrar: Ref No: REGCD/01/19

Directorate: Community Dentistry

**Salary Centre**

SMU Oral Health Centre

**requirements**

Appropriate qualification that allows registration with the HPCSA as a Registrar. Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. Registration as a Dentist with HPCSA. Post graduate qualification in Public Health or Community Dentistry is a requirement. Experience in working rural institutions e.g. Clinics, Community Health Centres or District hospitals. Experience in Teaching and Learning at a tertiary institution and community service sites. Applicants will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. Will be required to work after hours.

**DUTIES**

The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university. The registrar will pursue a course of study as full time study over four years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Specialist in Community Dentistry. Through the course of the study, the registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health and other Institutions where so required by HOD. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students in Oral Hygiene, Dental Therapy and Deisry.

**Enquiries**

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

**applications**

Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

**FOR ATTENTION**

Mrs I Makgatho or Ms Pretty Rangoato

**NOTE**

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

**CLOSING DATE**: 06 December 2019

**POST 42/213**: DENTIST GRADE 1/2/3 REF NO: SMUDC/01/19

**Directorate**: Careline

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

**CENTRE**: SMU Oral Health Centre

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7 years’ appropriate experience after registration with the HPCSA as a Dentist (Independent practice) with some experience of working in a dental training environment as a clinical tutor, must have appropriate clinical skills with special focus in restorative dentistry and emergency care. Proven management skills, excellent interpersonal and communication skills.

**DUTIES**: Service delivery at an emergency unit, including after-hours services as per contract including Saturday duties as per arrangements with the clinical Manager. Delivering of emergency dental care, involvement in the training and supervision of undergraduate students. Involvement in academic research as well the general clinical administration. Additional service delivery as decided upon by the Clinical Manager/CEO from time to time.

**ENQUIRIES**: Dr PRQ Gwengu Tel No: (012) 521 4827/4828

**APPLICATIONS**: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

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

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

**CLOSING DATE**: 06 December 2019

**POST 42/214**: REGISTRAR CORPORATE AFFAIRS REF NO: RCA/11/2019

**Directorate**: Nursing Education and Training

**SALARY**: R733 257 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**: Gauteng College of Nursing, Johannesburg

**REQUIREMENTS**: An appropriate bachelor’s degree/ Advanced National Diploma (NQF level 7) in Public Administration Management or equivalent qualification. A relevant post -graduate degree/qualification (NQF Level 8) will be an added advantage. A minimum of 10 years’ relevant work experience in corporate services with at least 5 years’ experience in a junior management level. Computer certificate or Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook) Valid driving licence. An understanding of the Department of Higher Education and Training's strategic vision and priorities, Knowledge of Public Service act. Employment of Educators Act, Labour Relations Act and Public Financial Management Act, Archives Act, Knowledge of Policies and Legislation governing nursing education and training. Knowledge of Policies and Legislation of the Public Services and employment Services in South Africa. Knowledge of Council on Higher Education accreditation regulations for Nursing Education and Training. Quality assurance Management will be an added advantage. Experience in managing people and projects with the ability to plan strategically. Ability to work with a team. Willing to work irregular hours and travel. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting, budgeting and monitoring of expenditure Change management. Good communication skills – verbal and written including presentation skills. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
DUTIES: Provide operational and strategic leadership in the areas of Human Resources, Facility Management, Information Technology, Procurement, Finance, Records Management, Fleet Management, and Employee wellness and student affairs. Responsible and accountable for the effective delivery of Quality Assurance in each of the areas mentioned. Ensure that the college administration is managed in line with both CHE and SANC. Ensure that all campuses administration is completed in line with the college administration policies and SOPs. Provide administrative support to the Principal and all other relevant stakeholders (College Council, CHE, SANC, GPG Central Office and NDOH). Coordinates and drives the preparation for the quarterly/annual reviews and audits of the college’s operational and strategic plan. Encourages and builds organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and quality assurance. Oversee proper and effective management of the college’s assets and facilities. Ensure the provision of appropriate and cost-effective services. Participates in tender processes of the college and service level agreements in relation to contract management and affairs of the students. Responsible for Information Technology and information management solutions to meet the specific needs of the college and campuses. Responsible for communication and marketing for the college.

ENQUIRIES: Ms. ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. The Gauteng Department of Health supports the appointment of persons with disabilities. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. Attach Z83, curriculum vitae and three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be expected to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

NOTE: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. The Gauteng Department of Health supports the appointment of persons with disabilities. It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. Attach Z83, curriculum vitae and three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be expected to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.
DEPUTY DIRECTOR: RISK, CONTROL, ETHICS & COMPLIANCE

REF NO: DD: RCEC/11/2019 (X2 POSTS)

Post: Deputy Director: Risk Management and Internal Control

Salary: R733,257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs)

Requirements:
- Diploma in Risk Management/Internal Auditing/Auditing or equivalent NQF level 06 qualification
- 3 to 5 years' experience Supervisory/Managerial experience at Assistant Director level in an internal audit and risk management, enterprise risk management, ICT risk assessment, Fraud risk assessment, Internal Auditing and Financial Management sphere. Ethics officer' programme. Post-graduate qualification will be an added advantage. Competency in the use of computers especially in Excel, PowerPoint, Outlook and the Internet. Sound knowledge of the PFMA; Public Service Act; Public Service Regulations; Code of Conduct: Public Service Integrity Management Framework; PFMA; Prevention and Combating Corrupt Activities Act; Public Sector Risk Management Framework; Financial disclosure framework, Treasury Regulations; Public Sector Risk Management Framework; Ethics Guide; Public Service Anti-Corruption Strategy and anti-corruption measures; PSR Policies and procedures, ERM concepts, frameworks and methodologies, King Report on Corporate Governance (I-IV). Ethical, self-motivated and team-oriented. Good interpersonal, communication, facilitation, analytical and problem-solving skills, drivers’ licence.

Duties:
- Assist the risk manager to develop, define and communicate the organizations’ ERM vision. Facilitate the development and implementation of the risk management policy, risk management appetite and tolerance level, risk management implementation plan and risk management strategy. Assist management with integrating risk management with the strategic management process. Work with the risk manager in developing a common risk assessment methodology that is aligned with the organizations objectives. Assist top management in: Ensuring integrity and ethical behaviour in the department; Implement awareness programmes on ethics good governance and anti-corruption measures; Ensure integrity of departmental policies procedures and practices; Advice employees on ethical matters; Identify and report corrupt activities to the Director; Ethics Champion and or HOD; Identify and report: conflict of interest; Keep a register of unethical conduct including: Manage financial disclosure; application for RWOPS; gift register. Keep a register of all employees disciplined for unethical conduct. Assist in facilitating the identification of institutions’ and directorates’ risks utilizing accepted tools, techniques and methodologies. Assist in the compilation of strategic and operational risk registers as well as the development of risk response strategies and monitor the process thereof. Collating and analyzing the results of the assessment process to identify trends within the risk and control profile and develop interventions to mitigate risks. Assist with compiling the necessary reports to the management, risk and Audit Committee. Conduct risk management education and training from time to time. Assist with measures to prevent fruitless and wasteful expenditure. Investigate fruitless and wasteful expenditure: treasury, financial statements. Monitor and report on emerging risks and incidents. Assist in establishing and the maintenance of a risk management philosophy and culture within the Department and provide regular training.

Enquiries/Applications:
- Tel: (076) 420 0902
- Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

For Attention:
- Recruitment and Selection

Note:
- Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. * The Gauteng Department of Health supports the
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### Closing Date
06 December 2019

### Post 42/216
**Deputy Director: Demand Management**

**Ref No:** DD: DM/11/2019

**Directorate:** Supply Chain Management and asset Management

**Salary:** R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)

**Centre:** Central Office, Johannesburg

**Requirements:**
- Degree/Diploma in Supply Chain Management/Public Management/Administration or equivalent NQF level 6 qualification. 3-5 years’ experience in management in Supply Chain Management environment. Knowledge of the PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service Computer Literacy Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations. Knowledge of the Department's Accounting Officer’s System and the Delegations. Good interpersonal skills, Strategic leadership skills planning, organising and customer relationship management skills, Good problem-solving skills, Analytical skills, Decision-making skills, Management skills, Teamwork, Committee work abilities, Computer literacy. A valid driver’s licence. To manage a team that renders demand management. To conduct needs analysis. And that industry has been analysed (Benchmarking) to ensure value for money. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. Compile tender specifications with end-user and acquisition management. Standardise and simplify the TOR process to expedite the overall process. Nominate members of Tender Specification and attend meetings as a member/representative. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Ensure that requirements are linked to the approved budget, strategic plan, procurement plan.

**Duties:**
- To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and maintain an approved Annual Procurement Plan based on the strategic objectives of Gauteng Department of Health. To develop and monitor Demand Plans. To develop and monitor Demand Plans. To develop and monitor Demand Plans. To develop and monitor Demand Plans.

**Enquiries**
Ms. Paramas Govender Tel No: (082) 381 8393

**Applications:** Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**For Attention Note:**
- Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is
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<tr>
<th>CLOSING DATE</th>
<th>:</th>
<th>06 December 2019</th>
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<tbody>
<tr>
<td>POST 42/217</td>
<td>:</td>
<td>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DD: AM/11/2019</td>
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<tr>
<td>SALARY</td>
<td>:</td>
<td>R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)</td>
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<tr>
<td>CENTRE</td>
<td>:</td>
<td>Central Office, Johannesburg</td>
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<tr>
<td>REQUIREMENT</td>
<td>:</td>
<td>Diploma/Degree in finance or Asset Management/Finance/Business or Accounting or NQF Level 6 qualification. 3 to 5 years relevant managerial (Assistant Director Level) experience in Asset Management environment. Ability to liaise at all management levels. Ability to work independently under intense pressure. Knowledge of legislative frame work and prescripts related to asset management. Advanced computer literacy in MS office package (Ms. Word, Ms. Excel, Ms. PowerPoint). Presentation skills. Good communication (both verbal and written). Ability to interact with all levels of management and both internal (end-users) and external stakeholders. Must have the ability to work under pressure and be a creative thinker. Have project and financial management skills. Report writing and time management skills. Must be able to work independently. A valid driver’s licence.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>:</td>
<td>Plan and supervise the asset verification against the asset register and financial statement. Ensure the implementation of the asset management policy and strategy. Supervise the implementation of the Asset Management plans within the department. Supervise the barcode tagging, movement and disposal of assets in the department. Maintain a comprehensive asset management registers. Ensure the preparation of monthly reconciliation of the asset register, Annual Statement (AFS) and Ledger. Liaise with the budget controller to ensure adherence to budget requirements and proper budgeting in line with the life-cycle planning and asset management strategy of the department. Supervise the acquisition, losses and disposal of assets in the department and prepare recommendations for the disposal of redundant assets. Ensure effective management of assets within the department in accordance with the asset management policies and procedures. Ensure that officials within the asset management function are sufficiently trained on asset management systems, processes, procedures and policies. Manage staff development and performance plans against the achievements of the departmental objectives.</td>
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<tr>
<td>ENQUIRIES</td>
<td>:</td>
<td>Ms Gladys Lekgethwane Tel No: (072) 719 0944</td>
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Closing Date: 06 December 2019

Post 42/218: Deputy Director – Conditional Grant

Salary: R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs)

Centre: Central Office, Johannesburg


Duties:

- Annual budget preparation, submissions of conditional grant annexure and balancing of budget on BAS. Oversee the compilation and consolidation of departmental Conditional Grants – MTEF, adjustments, final appropriation, business plans and roll-overs. Ensure that the budget is aligned with Estimates of Provincial Revenue and Expenditure (EPRE), SCOA and Conditional Grants’ business plans. Manage capturing of budget on BAS. Reporting monthly, quarterly and annually in terms of the PFMA & DORA: Compilation Conditional Grants’ monthly variance and financial performance, analyse and consolidate institutional quarterly and annual expenditure reports. Ensure compliance of institutions with prescripts in terms of PFMA, DORA and Treasury Regulations regarding Conditional Grants budget and expenditure. Ensure the linking of all personnel appointed under Comprehensive HIV, AIDS and TB Conditional Grant. Monitoring and evaluation: Monitor the implementation of business plans and ensure that the expenditure is aligned to the approved business plans.
Manager the analysis of PERSAL reports to ensure that health professional staff are linked correctly as per the signed Comprehensive HIV, AIDS and TB business plan at the designated institutions. Draw up weekly analysis report to identify misallocations (Expenditure is aligned to Business plans) and oversee the clearing of misallocations. Support and training related to conditional grants operational activities: Identify and provide training to the designated institutions funded by Conditional Grants. Perform schedule site visits to ensure that there is continuity and sustainability into the management of Conditional Grants. Provide technical support and advise to programme managers and health institutions on matters pertaining to Conditional Grants budgets and expenditure.

**REQUIREMENTS**

- A recognized 3 year Bachelor’s Degree or Diploma in Human Resources Management with more than (10) years’ experience in Human Resource Management position at an Assistant Director Level. Knowledge of Persal system, management and leadership skills are essential. District Management experience will be an added advantage.

- Ability to interpret and implement policies, Directives/circulars and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resources legislation policy, procedures and processes applicable in the Public Service and be

**SALARY**

R733 257 per annum (All Inclusive Remuneration package per annum)

**APPLICATIONS**

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**FOR ATTENTION**

Deputy Director (Human Resources Management) Ref No: DHS/HRM/004/19

**POST 42/219**

Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107. Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**CLOSING DATE**

06 December 2019

**NOTE**

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able to ensure compliance through implementation. Must have good communication, dispute Resolution, and conflict resolution and negotiation skills. Must have excellent planning and organizational skills. To be prepared to work independently or with a team under pressure in stressful circumstances. Must be in possession of a driver’s license and be computer literate.

**DUTIES:**
To manage the allocated Human Resources budget and be able to assess, analyze and audit Persal information and reports. To Coordinate Human Resource Management functions, administration of service benefits and recruitment. To also manage Occupational Health and Safety, Performance Management. Training and Development and Labour Relations functions. To Administer and manage Human Resource records and information systems. Oversee service delivery improvement plans for all Services units within Human Resources and manage operational plan of the section. Provide units quarterly and adhoc reports. Ensure participation in National core standards and lean management principles. Ensure compliance at all levels of operation.

**ENQUIRIES:**
Ms. C. Rabotapi Tel No: (011) 694-3702/3716

**APPLICATIONS:**
must be submitted (hand delivered) to: HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.

**NOTE:**
People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful.

**CLOSING DATE:**
06 December 2019

**POST 42/220**: HOD: CLINICAL

**REF NO:** HODCNL/11/2019

**Directorate:** Nursing College

**SALARY:**
R579 696 - R672 018 per annum (plus benefits)

**CENTRE:** Rahima Moosa Nursing College

**REQUIREMENTS:**
Registration with the South African Nursing Council (SANC). Basic qualifications (Diploma/Degree R425) accredited with SANC in terms of Government Notice R425. Diploma in R.212 clinical speciality programme. Degree in Nursing Education and Nursing Administration. A Master's Degree. Minimum of 9 years’ appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical speciality will be added advantage. Experience in clinical assessment practice. Knowledge of procedures and processes related to Post Basic Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**DUTIES:**
The successful candidate will be responsible for amongst others, the following: Manage, supervise, monitor and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curriculae with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g. Clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational
analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

ENQUIRIES
APPLICATIONS
NOTE

must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronaville, 2093. Human Resource Department.

All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete colander date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE
POST 42/221
SALARY
CENTRE
REQUIREMENTS

06 December 2019.
HOD: ACADEMIC
Directorate: Nursing College
R579 696 - R672 018 per annum (plus benefits)
Rahima Moosa Nursing College
Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma in the speciality of Critical Care Nursing or Trauma and Emergency Nursing. Degree in Nursing Education and Nursing Administration. A Master’s Degree in an appropriate nursing
field. Minimum of 9 years’ appropriate/reco

cognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/reco


**DUTIES**

The successful candidate will be responsible for amongst others, the following: Manage, supervise, monitor and report on all activities of academic departments responsible for. Facilitate budget needs of the departments. Develop, review and evaluate the curriculum and practical requirements. Coordinate and evaluate the development of student learning documents. Co-ordinate the provision of education and training of student nurses of clinical specialist programmes. Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Orientate, supervise and appraise staff members in the academic departments. Participate in the presentation of academic programs (theory and clinical practice). Moderate assessments, supervise marking/evaluation of assessments. Provide academic support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

**NOTE**

Applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for these posts must be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance

**ENQUIRIES**

Mrs. J. Gassiep  
Tel No: (011) 247 3303/3300

**APPLICATIONS**

must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department.

**NOTE**

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agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE** : 06 December 2019

**POST 42/222** : **HOD: CLINICAL**

**REF NO:** HODC/11/2019

**Directorate:** Nursing College

**SALARY** : R579 696 - R672 018 per annum (plus benefits)

**CENTRE** : Bonalesedi Nursing College

**REQUIREMENTS** : Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma in R.212 clinical speciality programme. Degree in Nursing Education and Nursing Administration. A Master’s Degree. A Minimum of 9 years’ appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical speciality. Experience in clinical assessment practice. Knowledge of procedures and processes related to Post Basic Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**DUTIES** : The successful candidate will be responsible for amongst others, the following: Manage, supervise, monitor and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curriculae with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g. clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments, Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

**ENQUIRIES** : Mr. T. Baloyi Tel No: (011) 696-8336

**APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, CoronationVille, 2093. Human Resource Department.

**NOTE** : All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to
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**CLOSING DATE:** 06 December 2019

**POST 42/223:** HOD: ACADEMIC REF NO: HODA/11/2019
Directorate: Nursing Education and Training

**SALARY:** R579 696 - R672 018 per annum (plus benefits)

**CENTRE:** Bonalesedi Nursing College

**REQUIREMENTS:**
Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma in R.212 clinical speciality programme. Degree in Nursing Education and Nursing Administration. A Master’s Degree or having commenced a Clinical Master’s Degree. Minimum of 9 years’ appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical speciality. Experience in clinical assessment practice. Knowledge of procedures and processes related to Post Basic Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers’ license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**DUTIES:** The successful candidate will be responsible for amongst others, the following:
Manage, supervise, monitor and report on all academic activities of all the academic departments. Facilitate budget needs to meet the academic objectives of the students. Assist with the development and review of curriculae with a focus on all (theoretical and clinical requirements). Coordinate (together with the clinical HODs) and evaluate the development of relevant student learning documents (workbooks). Co-ordinate the provision of teaching and learning for all the academic programmes. Communicate with the all stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members. Participate in the presentation of relevant programs (theory and clinical practice). Moderate theoretical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and
Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Participate in the daily management of the College and oversee the supervision of students.

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CLOSING DATE
POST 42/224
SALARY
CENTRE
REQUIREMENTS

Mr. T. Baloyi Tel No: (011) 696-8336

All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department.

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06 December 2019

HOD: STUDENT AFFAIRS AND STUDENT COUNSELING REF NO: HODSASAC/11/2019

Directorate: Nursing College

R579 696 - R672 018 per annum (plus benefits)

Rahima Moosa Nursing College

Registered with the SANC as a General Nurse and Midwife. Diploma in any SANC R.212 or R.48 programme. Degree in Nursing Education and Nursing Administration. Master’s Degree in an appropriate field. Minimum of 9 years appropriate/recongnizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 5 years of the period must be experience as a Student Affairs Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good
The candidate will be responsible amongst others for: The management and supervision of the Student Affairs Department and Student Counseling Department e.g. Plan, implement and manage student counselling and support programmes, plan, implement and monitor all Student Affairs and Student Counseling activities – counselling of students, provision of personal, social, academic and administrative guidance; determine and interpret students service needs on an individual and collective basis; advocate for, plan and manage the implementation of strategies to resolve problems where necessary; design, develop a curriculum and implement educational programs for students to improve their learning experience; manage the support services of all students. Assist with the provision of employee wellness service. The management and supervision of the Student Affairs Department which includes e.g. planning, monitoring processes for statistical data collection and analyze statistical data, develop reports, monitoring of reporting systems and instruments; dealing with students’ issues such as course terminations, course extensions, students appeals; planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance; knowledgeable regarding content of Post Basic Regulations/Acts and recent developments in the field of Nursing and Student Affairs; ensuring that students examination results are communicated accurately and timeously; Continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Manage, supervise, recommend candidates to attend a generic competency assessment (in compliance with the DPSA Dir.

SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks.

APPLICATIONS:

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ENQUIRIES:

Mrs. J. Gassiep Tel No: (011) 247-3303-3300

APPLICATIONS:

must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronation Ville, 2093. Human Resource Department.

NOTE:

All applications must be submitted with a Z83 form, a C.V and certified copied. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calander date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks.
and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 06 December 2019

POST 42/225 : HOD: STUDENT AFFAIRS AND STUDENT COUNSELING REF NO: SASC/11/2019

Directorate: Nursing College

SALARY : R579 696 - R672 018 per annum (plus benefits)

CENTRE : Bonalesedi Nursing College

REQUIREMENTS : Registered with the SANC as a General Nurse and Midwife. Diploma in any SANC R.212 or R.48 programme. Degree in Nursing Education and Nursing Administration. Master’s Degree in an appropriate field. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 4 years of the period must be experience as a Student Affairs Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers' license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills.

DUTIES : The candidate will be responsible amongst others for: The management and supervision of the Student Affairs Department and Student Counselling Department e.g. Plan, implement and manage student counselling and support programmes, plan, implement and monitor all Student Affairs and Student Counselling activities – counselling of students, provision of personal, social, academic and administrative guidance; determine and interpret students service needs on an individual and collective basis; advocate for, plan and manage the implementation of strategies to resolve problems where necessary; design, develop a curriculum and implement educational programs for students to improve their learning experience; manage the support services of all students. Assist with the provision of employee wellness service.

The management and supervision of the Student Affairs Department which includes e.g. planning, monitoring processes for statistical data collection and analyze statistical data, develop reports, monitoring of reporting systems and instruments; dealing with students’ issues such as course terminations, course extensions, students appeal, planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance; knowledgeable regarding content of Post Basic Regulations/Acts and recent developments in the field of Nursing and Student Affairs; ensuring that students examination results are communicated accurately and timeously; Continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Manage, supervise, monitor and report on all Student Affairs and Student Counseling staff. Facilitate budget needs of the departments.

ENQUIRIES : Mr. T. Baloyi Tel No: (011) 696-8336

APPLICATIONS : must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronation Ville, 2093. Human Resource Department

NOTE : All applications must be submitted with a Z83 form, a C.V and certified copy. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than six (6) months on submission date. Drives licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNHP). Incomplete applications or applications received after closing date will not be considered: It will be required of the successful candidate
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CLOSING DATE
06 December 2019

POST 42/226
PROFESSIONAL OFFICER: ACADEMIC ADMINISTRATION. STUDENT RECORDS
REF NO: POAASR/11/2019 (X6 POSTS)
Directorate: Nursing Education and Training

SALARY
R471 333 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE
Gauteng College of Nursing (GCON), Johannesburg

REQUIREMENTS
Degree in Nursing, Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 14 years’ experience as a professional of which a minimum of 10 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate efficient service delivery. Analytical assessment and evaluation skills. Computer literacy with data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and provide constructive inputs into programme reviews. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources. A demonstrable commitment to excellence in nursing education and training.

DUTIES
Support academic and student related processes from the Student Affairs Office. Deliver a student administrative secretarial service. Administer recognition of prior learning processes (RPL). Improve student administration processes through research and projects. Administer information systems in the Student Affairs Department. Assure accurate record keeping in the department. Organize and execute the following processes: Student admissions, Completions, Terminations and Transcripts. Organize and execute student selection processes.

ENQUIRIES
Ms. ND Gidimisana Tel No: (079) 881 5707
APPLICATIONS: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

NOTE: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Short listed candidates might be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019

POST 42/227: PROFESSIONAL OFFICER: EXAMINATION MANAGEMENT REF NO: POEM/11/2019

SALARY: R471 333 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Gauteng College of Nursing, Johannesburg

REQUIREMENTS: Degree in Nursing, Registration with the South African Nursing Council as General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 14 years’ experience as a professional of which a minimum of 10 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driving licence. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate efficient service delivery. Analytical assessment and evaluation skills. Computer literacy with data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery.
and provide constructive inputs into programme reviews. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources. A demonstrable commitment to excellence in nursing education and training.

**DUTIES**

- Participate in the planning of the examination schedules for all programmes. Facilitate approval and distribution of the schedules to all campuses. Arrange and make a list of invigilators. Receive and store approved examination papers. Ensure safety and confidentiality of examination papers. Ensure reproduction and distribution of examination papers and answer books. Facilitate the marking plans and moderation processes. Book marking venues. Supervise the capturing of examination results. Facilitate the availability of the examination results to the examination and promotion committee. Facilitate timeous typing of college examination results and publication of examination results.

**ENQUIRIES**

- Ms. ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS**

- Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE**

- Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**

- 06 December 2019

**POST 42/228**

- **LECTURE PND 2: QUALITY ASSURANCE REF NO: LPNQA/11/2019**
  - Directorate: Nursing education and training

**SALARY**

- R471 333 - R614 991 per annum (plus benefits)

**CENTRE**

- Bonalesedi Nursing College
**REQUIREMENTS**

- PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Clinical Nurse Specialist and/or Nurse educator and/or Quality Assurance Officer. Minimum of 1-year appropriate experience as a Quality Assurance Officer. Registered with the SANC as a General Nurse and Midwife. Have a Degree in Nursing Education and a Diploma in an R.212 or R.48 programme. A Qualification in Quality Assurance will be an added advantage, with a track record of transferability of the post applied for. A code 8 Drivers’ License. Proof of Computer literacy (Word, PowerPoint, and Excel). The post is allocated at Rahima Moosa Nursing College.

**DUTIES**

- Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.

**APPLICATIONS**

- must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109. Human Resource Department

**NOTE**

- State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**

- 06 December 2019
POST 42/229: PNA5 OPERATIONAL MANAGER GENERAL STREAM
Directorate: Nursing Services

SALARY: R444 276 – R500 031 per annum (plus benefits)
CENTRE: Kafafong Provincial Tertiary Hospital
REQUIREMENTS:
Grade 12 and Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of seven (7)-years appropriate/recognizable experience in General Nursing after registration as Professional Nurse with SANC in general nursing. Nursing Administration and Nursing Education will be an added advantage. Experience in an Inpatient management will serve as an added advantage. Current 2019/2020 SANC receipt. Proof of service record certificate. Driver’s license will be an added advantage.
Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards/Ideal Hospital realisation and maintenance framework and other relevant Legal frameworks such as Nursing Act, HR and Financial policies and practices. OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Complaint management, Patient Safety incidence management, Organizational, Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Ability to work under pressure. Report writing skills. Co-ordination skills, Computer literate (Excel Microsoft word and PowerPoint). Planning and organization skills.

DUTIES:
Supervise and ensure the provision of an effective and efficient patient care through adequate nursing. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care and rehabilitation of patients. Maintain constructive working relation with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Ensure clinical nursing practice by the nursing team in accordance with the scope of Practice and nursing standards. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

ENQUIRIES:
Ms. M.V. Mathabatha Tel No: (012) 318-6622

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

NOTE:
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: Kafafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 06 December 2019

POST 42/230: OPERATIONAL MANAGER NURSING GR 1: (GENERAL) REF NO: OP NURSING/CARLT/2019/11 (X1 POST)
Directorate: Nursing

SALARY: R444 276 – R500 031 per annum (Plus Benefits)
CENTRE: Carletonville Hospital
REQUIREMENTS:
Basic qualification accredited with the SANC in terms of Government notice R425/R683 i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recoginsable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contacts, build and maintain networks of professional relations in order to enhance service delivery. Display strong leadership abilities and problem-solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management.

**DUTIES:**

Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care. Work as part of the multidisciplinary team to ensure good nursing care. Monitor utilisation of Financial and Human resources. Conduct periodic audits and develop quality improvement plans. Notification of notifiable conditions. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.

**ENQUIRIES:**

Mr. T. Moeketsi Tel No: (018) 788 1704

**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:**

06 December 2019 at 16:00 PM

**POST 42/231**

**OCCUPATIONAL HEALTH NURSE PRACTITIONER (X1 POST)**

Directorate: Health

**SALARY CENTRE:**

R444 276 per annum (Plus Benefits)

**REQUIREMENTS:**

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

**DUTIES:**

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

**ENQUIRIES**

Ms KF Mabuza Tel No: (011) 812 5000

**APPLICATIONS**

Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 06 December 2019

POST 42/232: DIAGNOSTIC RADIOGRAPHER GRADE 2-3 REF NO: SMUDR/01/19
Directorate: Maxillofacial and Oral Radiology

SALARY: R401 640 - R426 291 per annum (All Inclusive)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: The applicant is required to currently be registered with HPCSA and has to hold a B-Rad Degree or a National Diploma in radiography. At least 10-20 years’ post qualification practical experience is required. Experience in dental digital radiography and student teaching and training of routine and advanced radiographic dental techniques with good communication skills. Sound knowledge of radiographic procedures, safe use of radiographic equipment, radiation-related regulations and patient record keeping.

DUTIES: The successful candidate will be expected to perform the following duties: Provision of dental radiography service, perform x-ray quality assurance, proper safe use of x-ray equipment and immediate reporting of faults, ensure the control of infection.

ENQUIRIES: Dr S Rajbaran Singh Tel No: (012) 521 4904
APPLICATIONS: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

FOR ATTENTION NOTE: Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.

CLOSING DATE: 06 December 2019

POST 42/233: LECTURER PNDI/PNDII: GENERAL NURSING SERVICE (X5 POSTS)
Directorate: Nursing Education and Training

SALARY: Grade 1: R383 226 – 444 276 per annum (plus benefits)
Grade 2: R471 333 – R614 991 per annum (plus benefits)
CENTRE: SG Lourens Nursing College
REQUIREMENTS: PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver’s licence. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report-writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1-year post-basic qualification in the relevant speciality (less 1 year’s experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

DUTIES: Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities.
Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.

**ENQUIRIES**
Ms J.E. Malobola Tel No (012) 319 5601

**APPLICATIONS**
Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.

**NOTE**
must be attached. 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**
06 December 2019

**POST 42/234**
**PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: SMUPNS/01/19**
Directorate: Nursing Department

**SALARY**
R383 226 – R444 276 per annum (Plus Benefits)

**CENTRE**
SMU Oral Health Centre

**REQUIREMENTS**
Grade 12 certificate, Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with South African Nursing Council (SANC) as a professional Nurse. A post basic nursing qualification, with a duration of at least 1 year accredited with the SANC in theatre sciences. A minimum of 4 years' appropriate experience in nursing after registration as a professional nurse with the SANC in General nursing. Experience in Maxillo Facial Surgery will be an added advantage. Must have knowledge, skills and experience in the above mentioned.

**DUTIES**
Provision of quality Nursing care through implementation of standards. To assist in planning/organizing and monitoring of the objectives of the Operating Theatre. Maintain accurate and complete patient records according to legal requirements. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing and housekeeping staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policies i.e. drugs ordering, storage and control, to participate in Quality Improvement Processes, IPC Programmes and Clinical Audit. Ensure and have knowledge of Ideal Hospital realization framework. Participate in Patient, Staff and Student teaching.

**ENQUIRIES**
Ms CS Mosimane Tel No: (012) 521 4901

**APPLICATIONS**
Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

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

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

**CLOSING DATE**
06 December 2019

**POST 42/235**
**ASSISTANT DIRECTOR: ADMINISTRATION REF NO: TMRH/ADA-01 (X1 POST)**
Directorate: Corporate Services

**SALARY**
R376 596 – R443 601 per annum plus benefits

**CENTRE**
Thelle Mogoerane Regional Hospital

**REQUIREMENTS**
Degree or national diploma in Public Administration or equivalent with minimum 5 years’ extensive experience in Administration of which 3 years must be on Administration Supervisory level or Grade 12 with minimum 5 - 10 years’ extensive experience of which 5 years must be on Administration Supervisory level. Sound and in-depth knowledge of relevant prescripts. Understanding of the application of Government and Departmental Policies and Guidelines. To be a multi-disciplinary team member .Strategic capability and leadership (Good communication, verbal and written skills). Computer literacy. Good report writing skills. Appropriate knowledge of infection control and safety procedures in a Health environment. To have good interpersonal relations, be honest and reliable. Ability to work independently and under pressure. Able to coordinate with other units. Be a team player with the ability to work cross functionally. Knowledge of administration systems eg. PAAB system, PABX system etc. Good management and problem-solving skills. A good understanding of
the Public Service Legislation such as Record management, and prescripts applicable to the Government including PFMA, Treasury Regulations and Public Service Act, Fleet management and information management Policies, UPF’s, administration Procedural Manuals, Labour Relations Act etc.

DUTIES: Provide Administrative support to Patient Admin and Support directorate – eg. Laundry, Portering, Cleaning, Food service, FMU, Messenger Services etc. Organize and control Administrative activities pertaining to patients. Management of all key responsibility areas by applying and implementing relevant administration policies. Responsible for monitoring of attendance. Supervise Human Resource and contract with all staff under your care. Ensuring continuous training and development of staff Conduct daily inspections of Departments. Compilation and submission of accurate patient statistics to improve efficiency. Manage the Electronic filing system. Monitor and control the frontline services in accordance to the deliverology tool. Champion and assist the team by communicating mission and vision of the Department. Management of logistical support services. Attend to Auditor-General (AG) findings, National Core Standards, risk management, and compile action plan and reports for the unit. Provide Weekly, Monthly reports (quantitative and qualitative). Perform other duties as delegated by the supervisor.

ENQUIRIES: Mr. P. Ntuli Tel No: (010) 345 0345
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Ngua Street, ext. 14, Vosloos, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Airode, 1451.

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

CLOSING DATE: 06 December 2019
POST 42/236: ASSISTANT DIRECTOR: ADMINISTRATION (OFFICE MANAGER) REF NO: ASD: ADMIN (OM)/11/2019
Directorate: Budget and Revenue Management (Office of the Chief Director)

SALARY: R376 596 per annum (Plus Benefits)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: An appropriate three year Degree/National Diploma in Accounting/Finance/Auditing/ Public Management or equivalent qualification with. 5 years relevant. Extensive experience in office management, administration, and coordination, or related work. Knowledge of PFMA and other Financial Prescripts. Good understanding of intergovernmental relations. Ability to work effectively with internal and external stakeholders. Job related skills; Communication (verbal and written), Computer Literacy, Interpersonal relations, Attention to detail, quality control, Problem solving, planning and organize, Management, Facilitation, Administrative. Ability to work proactively and under pressure.

DUTIES: Schedule meetings and appointments for the Chief Director Revenue and Budget Management. Organize the office layout and order stationery and equipment. Update and maintain office policies as necessary. Organize office operations and procedures. Create, maintain and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents such as attendance records, correspondence or other material. Compose, type and distribute meeting notes, routine correspondence or reports such as presentations or expense, statistical or monthly reports. Coordinate with IT department.
on all office equipment. Manage Chief Director budget, ensure accurate and timely reporting. Provide general support to visitors. Address employees’ queries regarding office management issues (e.g. stationery, hardware and travel arrangements).

ENQUIRIES: Ms. Sylvia Ndhlouv Tel No: (071) 384 4593
APPLICATIONS: must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION: Recruitment and Selection
NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 December 2019

Directorate: Supply Chain Management

SALARY: R376 596 per annum (Plus Benefits)
CENTRE: Central Office
REQUIREMENTS: A degree, National Diploma or certificate in Purchasing. A minimum of 3 years’ experience in Supply Chain Management of which 3 years should be supervisory level. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act and BBBEE Act, Strong analytical skills. Good interpersonal skills, Excellent verbal and written communication skills, Strategic leadership skills. Change management, HR management and people management skills, Planning, organising and customer relationship management skills, Good problem-solving skills, Decision-making skills, Sound business acumen, A valid driver’s licence. Recommendations: Management skills, Teamwork, Committee work abilities, Computer literacy.

DUTIES: To lead a team that renders demand management. To conduct needs analysis and industry analysis (benchmarking) for the Gauteng Department of Health to ensure value for money. To compile a Demand Management Plan and Annual Procurement Plan. Compile reports on the Demand Management Plan and Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Co-ordinate Bid Specification Committee meetings. Supervise employees to ensure an effective
demand management service and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES** : Ms. Paramas Govender Tel No: (082) 381 8393

**APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**FOR ATTENTION** : Recruitment and Selection

**NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE** : 06 December 2019

**POST 42/238** : ASSISTANT DIRECTOR: ICT CHANGE AND COMMUNICATIONS REF NO: ASD: ICT/11/2019

**CENTRE** : Directorate: ICT Enterprise Management

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

**REQUIREMENT** : Three (3) year relevant tertiary qualification in Communication Science/Marketing or Public Relations with 5 to 10 years’ experience. A grade 12 or equivalent with more than 10 years’ Change or related experience. Three (3) to Five (5) years functional experience in media/public relations/marketing/communication services, change and project management. And have basic knowledge on Provincial Departmental Policies and Procedures, Batho Pele Principles. Skills Assessment, Planning and Organising, Computer literacy, Communication Panning, Problem Solving, Listening and observation skills and Change Management.

**DUTIES** : Communication: To facilitate effective communication through all available platforms such as posters, newsletters, brochures, roadshows, promos etc and using standard technology. Coordinate the execution of format and themes for all internal ICT Communication platforms. Compile content for Newsletters and other publications on digital platforms. Cultivate relationships with internal clients to ensure fulfilment of their communications needs. Compile a data base of internal and external stakeholders. Implementation of the internal communications activities. Participate in ICT implantation projects within the department by providing end-to-end project communication and communication stakeholder analysis. Change Management:
Provide change management support on key strategic projects. Ensuring buy-in, design, develop and implement detailed change and communications plans for organisational change initiatives supporting the strategic ICT agenda. Identifying and engaging all key stakeholders and impacted parties across the business and implementation across several ICT projects. Participate in awareness projects streams to ensure collective buy-in of new technology by stakeholders of all levels in the department. Problem Solving: Assist to resolve problems associated with change and adoption for new projects by engaging analysing key stakeholders requirements, engaging broadly with stakeholders to achieve change objectives; developing and implementing communication and change plans.

**ENQUIRIES**

Mr. Pat Sello Tel No: (011) 355-3000/082 338 5601

**APPLICATIONS**

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**FOR ATTENTION**

Recruitment and Selection

**NOTE**

Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**

06 December 2019

**POST 42/239**

ASSISTANT DIRECTOR: ADMINISTRATIVE OFFICE WORKER REF NO: ASD: ADMIN (OW)/11/2019

Directorate: ICT Enterprise Management

**SALARY**

R376 596 per annum plus benefits

**CENTRE**

Central Office

**REQUIREMENTS**

Relevant tertiary qualification or Grade 12 and equivalent, between 5-10 years’ experience in Public Management, Administration and Office Management. Problem solving and analytical abilities. Extensive relevant office administration experience in a high-pressure environment. Ability to work independently and in a team. Knowledge in Microsoft Office Suite, MS Word, MS Excel and MS PowerPoint and Internet. Knowledge of Basic Accounting System (BAS), Public Financial Management Act (PFMA), Supply Chain Management (SCM), Treasury Regulations and other related Legislations. Knowledge in HR Matters and provisioning administration. Communication skills (Written & verbal). Valid Driver’s license.
**DUTIES**


**ENQUIRIES**

Ms. Rejoice Sithole Tel No: (079) 528 0827

**APPLICATIONS**

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

**FOR ATTENTION NOTE**

Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**

06 December 2019

**POST 42/240**

**ASSISTANT DIRECTOR: PATIENT AFFAIRS REF NO: LRT/ADPA/0026 (X1 POST)**

Directorate: Patient Affairs

**SALARY**

R376 596 – R443 601 per annum (Plus Benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

National Diploma/Degree in Public Management and Administration. 3 years’ supervisory level experience in Patient Affairs. Grade 12/Equivalent qualification with 5 years’ experience in Patient Affairs with 2 years’ experience should be on a supervisory level. Management and Leadership skills. Ability to interpret and implement the policies, directives and guidelines of the Gauteng department of Health.
Excellent verbal and communication skills. Knowledge and understanding of Patient Affairs scripts. Must be computer literate.

DUTIES: Responsible for implementation and compilation of the sections operational plans, strategic plans, and quarterly reviews. Ensure proper records keeping through proper interpretation of the Records management policy. Ensure that systems are in place for the management of PAIA requests. Interpretation and implementation of all mortuary prescripts and related guidelines. Ensure that systems are in place to maximize the institution revenue collection. Ensure individual performance is aligned to section strategic objectives. Ensure proper application of Labour Relations Act and Code of Conduct. Ensure submission of accurate and reliable data to senior management.

ENQUIRIES: Mr. Molefe MJ Tel No: (011) 411 3514

APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form 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 copy drivers licence, and attach proof of computer literacy. 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 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. Leratong Hospital 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).

CLOSING DATE: 06 December 2019 (at 12h00 PM)

POST 42/241: ASSISTANT DIRECTOR (EMPLOYEE WELLNESS PROGRAM) (X1 POST)

Directorate: Health

SALARY: R376 596 per annum

CENTRE: Pholosong Hospital

REQUIREMENTS: A three-year Degree/Diploma in Social/Behavioral/Psychology. Three (3) years proven supervisory level experience in Employee Health and Wellness Program. Candidate must have decision making, reporting, and problem-solving skills. Sound knowledge of public service policies, Code of Conduct and team building attributes. Must be computer literate. A valid driver’s license will be an added advantage.

DUTIES: Responsible for the development of and improvements of Wellness. To promote physical mental and social well-being of employees and a conducive environment. To comply with all legislative and statutory requirements for Health and wellness. To reduce the impact of HIV/Aids, and TB in the workplace and related occupational health hazards or diseases. Promotion of individual physical wellness and coordination of sports and recreation programs, facilitations of wellness of the employee and striking a balance of work life. Promote the functionality of a Wellness Committee at District level and educate Facility EHWP Committee. Develop partnership and network with relevant stakeholders. Manage and analyze data and other wellness information for reporting purposes and produce reports thereof. Manage high level of confidentiality. Monitor and evaluate EH&W Programs. Maintain the EH&W database and compile reports. Participate in the planning and implementation of business plans for the component.

ENQUIRIES: Mr J Fernandes Tel No: (011) 812 5000

APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE: must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.

The institution reserves the right not to fill the post.

CLOSING DATE: 06 December 2019

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POST 42/242 : ASSISTANT DIRECTOR REF NO: HRM 26/2019
Directorate: Patient Administration

SALARY : R376 596 per annum (Level 09) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 with 5 to 7 years’ experience in administration of which 5 years must be on supervisory level or National Diploma in Public Administration or equivalent. A Grade 8 certificate in Public Administration/Office Management. A qualification in monitoring and evaluation will be an added advantage. Have a valid driver’s licence. Be computer literate.

DUTIES : Provide Administrative support to Patient Administration and Support directorate. Plan, organize and control administrative activities pertaining to patients. Manage PMDS of supervisors and junior staff. Conduct daily inspections of departments. Manage the electronic filing system. Monitor and control the frontline services in accordance to the deliverology tool. To have a knowledge of PFMA and Treasury Regulations. Knowledge and understanding of the application of Government and Departmental Policies and Guidelines. Strategic capability and leadership. Be able to communicate effectively in verbal and written communication skills. Ability to work independently and under pressure. Able to coordinate with other units of the department. Be a team player with the ability to work cross functionally. Oversee general administration support functions including Food services, Switchboard, Transport, IT and Patient Affairs. Management and monitoring of overtime. Experience in working with and administration issues of organised labour unions in health sector. Undertake policy or line function tasks as directed by the Corporate Manager related to relevant government acts, prescripts and regulation. Implementation of policy practice notes and implementation of procedures pertaining of public administration. Grievance procedures and management of dispute.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : To Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The specific reference number of the post must be quoted, failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.

CLOSING DATE : 06 December 2019 at 12H00

POST 42/243 : ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) REF NO: IFC/11/2019
Directorate: Nursing Education and Training

SALARY : R376 596 - R443 601 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).
CENTRE : Gauteng College of Nursing, Johannesburg
REQUIREMENTS : A recognized three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. Information Technology Infrastructure Library (ITIL) and Information Technology Service Management (ITSM) certification. Control Objectives for Information Technology (COBIT 5) certification would be an advantage. A minimum of 5 – 10 years’ relevant experience. A valid driving licence. A thorough understanding of relevant legislation, best practices and frameworks. Project management and communication skills (written and spoken) including presentation skills. Knowledge of Governance framework governing ICT management. Leadership and Management skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to management in the Public Health Sector. Must be able to contribute to the paradigm shift in service delivery and facilitate optimal efficiency in provision of support services. Analytical assessment and evaluation skills. Proficiency in ICT programme development, coding and network support is essential. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in service delivery in the ICT environment.

DUTIES : Oversee the design and development of IT Systems for the college and campuses. Provide information technology and programme management services for the college

ENQUIRIES : Ms. ND Gidimisana Tel No: (079) 881 5707
APPLICATIONS : Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.
NOTE : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 06 December 2019.
Administration Manager

**Post**: Administration Manager
**Ref No**: ADM/11/2019 (2x Posts)
**Centre**: Bonalasedi Campus (X1 post)

**Salary**: R376 596 - R443 601 per annum (plus benefits)

**Requirements**
A 3 years’ diploma/degree in Public Administration/Management/HRM or equivalent qualification with 5 – 10 years’ relevant supervisory experience in public services. Must have good knowledge and competencies of Financial and Procurement management. A working knowledge of Human Resource Management, Information Technology, Asset and Library management, Transport and Facility Management. Good managerial skills, organizing ability, computer literacy and typing skills (Advanced MS Word and Excel). The candidate must be in possession of a driver’s license.

**Duties**
Overall management of administrative functions of the college. Manage the budget and monthly reports on expenditure in terms of the PFMA and treasury Regulations. To manage College finances, Human Resource (Including Labour Relations), Financial Department (Including Supply Chain Management, Asset Management, Transport management, Facility Management, Monitoring and control of ICT Management, Management of support functions of the College. To orientate, supervise and appraise staff members in the College. Ensure that the Budget and MTEF inputs are in line with the agreed strategic plans of the Gauteng Department of Health. Management of cash flow and monthly projections. To promote the mission of the College by serving on committees. To compile the annual report, contribute to strategic planning; develop annual operational and business plans for the College, Risk Register and Departmental Action Plans.

**Enquiries**
Mrs. J. Gassiep Tel No: (011) 247 3300/3
Mr. K. T Baloyi Tel No: (011) 696 8336/9

**Applications**
Must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa, Private Bag x 116 Melville, 2109.

**Note**
It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with.

The successful candidate will have to annually disclose her or his financial interests.

**Closing Date**: 06 December 2019

Assistant Director: Finance

**Post**: Assistant Director: Finance
**Ref No**: ASDF/11/2019
**Centre**: Gauteng College of Nursing

**Salary**: R376 596 per annum (Plus benefits)
REQUIREMENTS

A three-year Bachelor's Degree/National Diploma (NQF level 6) or equivalent NQF level 6 qualification in Public Finance/accounting/Financial Management/Management accounting or Taxation. at least (5 - 10) years’ experience in Financial Accounting environment with proper experience in Financial management, project management in a Government environment and /or Non-Governmental Organisation (NGO) sector. Computer certificate or Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook) Valid driving licence. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES

Financial management support to Principal Recipient and Sub-Recipient. Conduct capacity building workshops or meetings with sub-recipient in relation to financial management. Prepare quarterly reports, ensure that all monthly reports balance with quarterly reports. Manage physical and human. Ensure adherence to assets management internal controls. Procurement and supply management of GRV's. Assist in ensuring that monthly and quarterly stock reconciliation are conducted by CPU. Ensure and coordinate risk activities for the Programme Management Unit (PMU) related to finance and Procurement and Supply Management.

ENQUIRIES

Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

APPLICATIONS

Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates expected to be available for selection interviews on the date, time and place determined by the Department: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

NOTE
CLOSING DATE : 06 December 2019

POST 42/246 : ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT (FMU) REF NO: ASDFMU/11/2019
Directorate: Administration

SALARY : R376 596 - R443 601 per annum (Plus benefits)
CENTRE : Gauteng College of Nursing (Johannesburg)
REQUIREMENTS : An appropriate Degree or National diploma in Electrical/Mechanical/Building with more than (5 – 10) years’ experience of which 2 years should be at supervisory level. Qualification in Project management will be an advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver’s license.

DUTIES : Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services, Cleaning, Security, Waste management and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly report. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensuring the implementation of FMU practices, guidelines and policies. Responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for Facility Management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Perform any duties as delegated by management.

ENQUIRIES : Mrs N Gidimisana Tel No: 079 881 5707
APPLICATIONS : Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.
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CLOSING DATE : 06 December 2019

POST 42/247 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ASDHRM/11/2019

Directorate: Administration

SALARY : R376 596 - R443 601 per annum (Plus benefits)

CENTRE : Gauteng College of Nursing (Johannesburg)


ENQUIRIES : Mrs ND Gidimisana Tel No: (079) 881 5707

APPLICATIONS : Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

NOTE : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote
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CLOSING DATE : 06 December 2019

POST 42/248 : DENTAL TECHNICIAN GRADE 1/2/3 REF NO: SMUDT/01/19
Directorate: Laboratory (Dental)

SALARY : R317 976 – R439 164 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows for the required registration with the SADTC. Candidate must be qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work and CAD/CAM. Must be able to perform under pressure and deliver on time.

DUTIES : production of fixed and removable appliances as well as orthodontics appliances production of implants support prosthesis working with under and postgraduates’ students the incumbent will be responsible for production, teaching and training of dental students in the areas of removable prosthodontics, orthodontics and CAD/CAM work.

ENQUIRIES : Ms Wartington Tel No: (012) 521 4948
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato
NOTE : Kindly attach/include certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 06 December 2019

POST 42/249 : OCCUPATIONAL THERAPIST PRODUCTION
Directorate: Occupational Therapy

SALARY : Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and National Diploma or Degree in Occupational Therapy Qualification. Current Registration with HPCSA as an Occupational Therapist. Must have completed community service as requirements of the professional body. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current Department of Health (DOH) guidelines and policies governing the Health
sector and Occupational therapy profession. Knowledge and relevant experience in Occupational therapy procedures. Quality control and record keeping processes is Essential. Ability to work in multi-disciplinary team.

**DUTIES**

The Successful candidate will be expected to conduct rotator post between Adult physical (Neuro, Orthopaedic, Burns, Hands Spinal) and Paediatric (CP, Burns, Developmental delay, genetic conditions, High risk infants, KMS and ASD). Assessment, Planning and implementing effective therapy to referred clients and manage own patient load. Making pressure garments. Helping to develop and assessment of patients for work and assist with referring patients adequately to other team members. This will include demonstrating assessment and treatment. Working with and supervising support staff. Participate in performance management reviews. Assist with student supervision, evaluation and training. Observing and assessing student therapy and marking written work. Required to attend relevant meetings and ward rounds.

**ENQUIRIES**

Ms RC Louw Tel No: (012) 318-6702

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

06 December 2019

**POST 42/250**

ADMIN OFFICER REF NO: TMRH-BUY-02 (X2 POSTS)

Directorate: Supply Chain

**SALARY**

R257 508 – R303 339 per annum plus benefits

**CENTRE**

Thelle Mogoerane Regional Hospital

**REQUIREMENTS**

An appropriate Degree/National Diploma in Supply Chain Management or related with minimum 3-5 years’ unbroken extensive experience in Demand, Acquisition and warehouse management or Grade 12 with minimum 5-10 years’ unbroken extensive experience in Demand, Contract, Acquisition and Warehouse management. Knowledge and understanding of Procurement Policies and Procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management as well through knowledge of Accounting Period. Candidate must have good communication skills, both verbal and written. Knowledge of financial systems. Initiatives and inter-personal skills. Highly motivated, results-orientated and have the ability to plan. Working knowledge of CSD, BAS, SAP and SRM. Computer literate (Ms Word, Ms Excel, Ms PowerPoint). Ability to work under pressure and a valid driver’s license is required.

**DUTIES**

Request quotations from vendors. Compile documents for vetting committee. Create RLS01 on the SAP system. Create requisitions on SAP. Make follow up with Gauteng Department of Finance to create purchase order numbers on created requisitions. Filing of all documents for audit purpose. To initiate the queries related to contract call off. Update contract register. Attend to end users queries. Participate in stock take. Be analytic and innovative in executing tasks as allocated. Compile monthly reports and submit reports to the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, mid-reviews and final assessment). Perform other duties as allocated by the supervisor.

**ENQUIRIES**

Ms. N. Ndimande/Ms. O. Maboea/Tel No: (010) 345 0971
should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

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

CLOSING DATE: 06 December 2019

POST 42/251: LIBRARIAN REF NO: LBR/11/2019 (X2 POSTS)
Directorate: Nursing Education and Training

SALARY: R257 508 - R303 399 per annum (plus benefits)
CENTRE: Rahima Moosa Nursing College (X1 Post)
Bonalesedi Nursing College (X1 Post)

REQUIREMENTS: A 3 years Diploma/Degree in Library Information Science with 0-2 years experience in provision of library services. Have good knowledge of library systems: LIBWIN or URICA or SYMPHONY, circulation desk, cataloguing systems (DDC). Strong computer literacy (Ms Word, PowerPoint, Excel). Knowledge of library policies. Good Communication (verbal & written), organisational and problem solving skills. Ability to work under pressure. Valid code 8 (manual) driver’s licence.

DUTIES: Provision of library and information services: Acquisition, selection, arrangement, preservation, indexing and making available of literature and other material in accordance with professional principles. Control of library assets and stock. Library orientation of students and new staff members. Assistance with research activities of the students and college projects. Management of study center. Management of use and other relevant materials to staff members. Attending library related meetings. Adhere to regular reporting requirements by preparing, analyzing and submitting library monthly and quarterly reports. Conducting library stocktaking. Needs assessment related to library requirements and/or information systems.

ENQUIRIES: Mr. N.J. Machaba Tel No: (011) 247 3345 Mr. S Gopane Tel No: (011) 696 8302
APPLICATIONS: must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109.

NOTE: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB Attach Z83, curriculum vitae with three references, certified copies of your...
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**CLOSING DATE**: 06 December 2019

**POST 42/252**: HUMAN RESOURCE SUPERVISOR REF NO: HRHEID/009/2019
Directorate; Administration

**SALARY**: R257 508 annum (plus benefits)

**CENTRE**: Heidelberg Hospital

**REQUIREMENTS**: National diploma/degree in HR/Public Administration or Grade 12 with 3 – 5 years’ experience in Human Resource. Must have complete Persal Training (introduction, leave, administration, salary administration, Persal administration and establishment) will be an added advantage. Good computer skills (MS word/excel/power point etc) Knowledge of OSD will be an added advantage. Knowledge of relevant legislation/ directives and policies, excellent customer care, planning and problem-solving skills. Sound interpersonal relations, conflict management.

**DUTIES**: Supervision of staff. Maintain HR provisioning and conditions of service, administration practices and render Human Resource Support services and termination of service within the component. Implementation of HR Policies and Directives. Recommend/approve transactions on Persal. Applying and interpretation of regulations and other legislative frameworks, procedures and policies. Report writing, PMDS, comply with timeframes, Implement disciplinary processes. Personnel Development and conduct in-service training. Good communication (verbal and written) skills Compliance and adherence to National Core Standards. Assist in drafting and implementation of strategic and operational plan. Assist in conducting and facilitating the process of pre-employment screening and regular medical surveillance. Ability to work under pressure.

**ENQUIRIES**
Mrs. L. van der Linde: Tel No: (016) 341 1286

**APPLICATIONS**: should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612 Heidelberg 1438. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, physical, financial, security and reference check.

**NOTE**: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

**CLOSING DATE**: 06 December 2019

**POST 42/253**: PROFESSIONAL NURSE GRADE 1: (MATERNITY) REF NO: PROFNURSE/CARLT/2019/10 (X5 POSTS)
Directorate: Nursing

**SALARY**: R256 905 – R297 825 per annum (Plus Benefits)

**CENTRE**: Carletonville Hospital

**REQUIREMENTS**: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as a midwife/accoucheur. Registration certificate with the SANC as Professional Nurse and proof of current practicing certificate. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate
independent decisions. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards.

**DUTIES**
Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.

**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**
06 December 2019 at 16:00 PM

**POST 42/254**
ADMINISTRATION CLERKS REF NO: ADMC/11/2019 (X5 POSTS)
Directorate: Nursing Education and Training

**SALARY**
R173 703 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

**CENTRE REQUIREMENTS**
Gauteng College of Nursing (GCON), Johannesburg

**DUTIES**
Knowledge and understanding of Batho Pele principles. Monitoring and ordering of office supplies. The successful candidate will perform the following tasks but not limited to them: Good telephone etiquette. Filing paperwork, scanning, faxing and photocopying. Dealing with queries quickly and professionally. Maintenance of own office equipment, asset handling and maintenance. Performing errands that assist daily office functions, typing of documents, reports and correspondence as required. Tracking of documents that were delivered and/or collected. A valid driving licence will be an added advantage.

**APPLICATIONS**
Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted at the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE**
Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department; It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after
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**CLOSING DATE** : 06 December 2019

**POST 42/255** : **TYPIST REF NO: TYP/11/2019**

Directorate: Nursing Education and Training

**SALARY** : R173 703 - R203 612 per annum (Plus benefits)

**CENTRE** : Gauteng College of Nursing

**REQUIREMENTS** : Grade 12 or equivalent qualification. Computer Certificate, 0-2 years’ experience in the secretarial and office administration work. Ability to work independently and under pressure to meet short deadlines. Good communication skills, written and verbal, interpersonal and organizational skills. Computer skills (MS Word, Excel, PowerPoint and Outlook). A qualification in office management (MS Package) will be an advantage. Ability to handle sensitive information with confidentiality.

**DUTIES** : Perform typist and administrative tasks in an effective and highly professional manner. Produce and edit various documents such as reports, correspondence and presentations. Retype hand written documents, take notes from meetings with managers to create detailed texts. Edit completed work for grammar, spelling and punctuation. Receives and gathers data to create documents from scratch or from existing materials. Assist when necessary in receiving visitors including the provision of tea and refreshments. Develop and manage an efficient, professional document management (filing) system. Type, fax, photocopy, and dispatch documents. Make periodic stationery requisitions. Plan meetings schedules, agendas and do minute taking. Perform other duties delegated by the supervisor.

**ENQUIRIES** : Mrs ND Gidimisana Tel No: (079) 881 5707

**APPLICATIONS** : Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE** : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this
The Gauteng Department of Health supports the appointment of persons with disabilities. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

**CLOSING DATE**: 06 December 2019

**POST 42/256**: PERSONAL ASSISTANT REF NO: PAC/11/2019

**Directorate**: Nursing Education and Training

**SALARY**: R173 703 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE REQUIREMENTS**: Gauteng College of Nursing (GCON), Johannesburg

**Grade 12 or equivalent, 0 - 2 years’ relevant experience. Computer certificate. Good customer service. An individual who is strongly able to provide administrative support to the GCON principal. The candidate must be motivated, ambitious with good interpersonal skills and ability to work under pressure. Diligent and a committed individual. Knowledge and understanding of Bathe-Pele principles. Monitoring and ordering of office supplies. The successful candidate will perform the following tasks but not limited to them: Good telephone etiquette. Filing paperwork, scanning, faxing and photocopying. Dealing with queries quickly and professionally. Maintaining of office equipment with specific emphasis to the principal’s office, through procurement, asset handling and maintenance. Performing errands that assist daily office functions, typing of documents, reports and correspondence as required. Tracking of documents that were delivered and/or collected. An individual required for this position must be confident and consistent in managing a busy workload. Must possess good office organizational skills. Possess the ability and skills of anticipating and meeting the needs of a busy office. Good Communication skills – verbal, non-verbal and written skills. High level typing skills, full MS office drafting of letters and submission. Has the ability to use own initiative and meet deadlines when required.**

**DUTIES**: Knowledge and understanding of Bathe-Pele principles.

**ENQUIRIES**

**APPLICATIONS**: Applications for Gauteng College of Nursing (GCON), Johannesburg posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshall Town, 2107, or hand delivered at 45 Commissioner Street.

**NOTE**: Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be
accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verifications, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 06 December 2019.

POST 42/257 : HUMAN RESOURCES CLERK REF NO: SMUHR/01/19 (X2 POSTS)

SALARY : R173 703 - R204 612 per annum plus benefits

CENTRE : SMU Oral Health Centre

REQUIREMENTS : An appropriate NQF level 6 in Human Resources with 1 to 2 year’s relevant experience in the field, Knowledge of HR policies and procedures. Job knowledge: Knowledge of PERSAL systems, Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: Good communication skills (verbal and non-verbal), report writing skills, negotiation, problem solving, conflict resolution and ability to work under pressure. Excellent ethics demeanour. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential (MS Word and Excel).

DUTIES : Perform various duties related to Human Resource Administration: Allowances, Medical, Overtime (normal and commuted) Long Service Awards, Housing allowances (GEHS), Appointment, Promotion Transfer, Service Terminations, Service Benefits, Recruitment and Selection, PMDS, Capturing of leave on PERSAL. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, terminations of service and Finance documents. Coordination of documents between department and E-Gov. Liaise with E-Gov and attend to queries presented to HR, carry out lawful instructions and daily tasks allocated by supervisor etc. knowledge of OSD.

ENQUIRIES : Ms Pretty Rangoato Tel No: (012) 521 4881/5869

APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

FOR ATTENTION : Mrs I Makgatho or Ms Pretty Rangoato

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

**CLOSING DATE** : 06 December 2019

**POST 42/258** : **KEY BOARD OPERATOR CLERK REF NO: LRT/KBO/0027 (X1 POST)**

Directorate: Nursing Administration  
Re-Advertisement: applicants who previously apply are encouraged to re-apply

**SALARY** : R173 703 – R204 612 per annum (Plus Benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** :  
Grade 10/ Equivalent Qualification with 5 years hospital experience. Grade 12/ Equivalent Qualification with 3 years hospital experience. National Diploma/degree in Office Admin. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES** :  
Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Nursing Manager. Ensure safekeeping of all documentation in the office. Compile, type and distribute Documents correspondence, reports and documents. Administer the in and out flow of correspondence. Assist with various administrative and secretarial duties as assigned by the Nursing Manager. Maintenance of a user-friendly office. Assist with the following administrative records: e.g Leave lists, allocation lists, overtime records etc and compiling minutes.

**ENQUIRIES** : Ms. W.M Phambuka Tel No: (011) 411 3506

**APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form 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 and attach proof of computer literacy 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 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. Leratong Hospital 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).

**CLOSING DATE** : 06 December 2019 (at 12h00 PM)

**POST 42/259** : **PROCUREMENT CLERK REF NO: LRT/PRC/0024 (X1 POST)**

Directorate: Pharmacy

**SALARY** : R173 703 - R204 612 per annum (plus benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** :  
Grade 10/Equivalent with 5 years hospital experience, Grade 12/Equivalent with 3 years hospital experience, National diploma in Supply Chain; Computer literacy; Knowledge SAP;SRM;SCM; Rx Solutions will be an added advantage. Basic Financial management skills. Analytical skills. Gathering data and record keeping skills. Good interpersonal relations. Good Communication skills. Problem solving and decision making skills. Good organisational skills. Awareness regarding continuous supply of medicine. Knowledge of government policies (eg, PFMA). Time management skills. Ability to work under pressure.
DUTIES: Procurement of stock, Receipt of stock, Initiate the payment of stock received timeously. Perform routine and complicated administrative tasks. To ensure a caring climate for clients- customer orientated. Monitor and maintain stock and assist in stocktaking. Supervision of staff as per organogram. Update information on Drug management information systems. Maintenance and archiving of all records. Maintain security of stock. Record and report deviations as well as gather data for relevant reports.

ENQUIRIES: Ms. P Giyama Tel No: (011) 411 3884

APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form 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 and attach proof of computer literacy. 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 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. Leratong Hospital 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).

CLOSING DATE: 06 December 2019 (at 12h00 PM)

POST 42/260: DENTAL ASSISTANT REF NO: SMUDA/01/19 (X3 POSTS)
Directorate: Dental Assisting

SALARY: R168 429 – R192 576 per annum

CENTRE: SMU Oral Health Centre

REQUIREMENTS: Grade 12 with appropriate qualification that allows registration with the HPCSA as a Dental Assistant and proof of current registration. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.


ENQUIRIES: Ms Joyce Peteke Tel No: (012) 521 5631

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

FOR ATTENTION: Mrs I Makgatho or Ms Pretty Rangoato

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

CLOSING DATE: 06 December 2019

POST 42/261: LABORATORY ASSISTANT REF NO: SMUDLA/01/19
Directorate: Dental Laboratory

SALARY: R122 595 - R144 411 per annum (plus benefits)

CENTRE: SMU Oral Health Centre
REQUIREMENTS: The applicant must have at least Grade 12/ABET, must be able to read and write and have strong communication skills. Minimum of 5 year’s relevant experience as a Dental Laboratory Assistant is required.

DUTIES: Responsible for all plaster work in connection with artificial dentures or dental appliances including orthodontic study models and crown and bridge working models. The flasking and de-flasking of a dental prosthesis or appliances using either plaster or stone plaster. Separating dental flasks and the boiling out of wax contents. Packing of acrylic dentures/appliances. Polishing plastic and metal dentures/appliances. Manufacturing of occlusal rims and special trays. Ensure that the work environment including plaster traps, basins, benches, floors and equipment is cleaned regularly during the day. Work under supervision of a Dental Technician and Dental Technologist.

ENQUIRIES: Ms Wartington, Tel No: (012) 521 5830

APPLICATIONS: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private bag x848, Pretoria, 0001.

FOR ATTENTION: Mrs I Makgatho or Ms P Rangoato

NOTE: Kindly attach/ include certified copies of your Qualifications, Identity document, Curriculum Vitae and Z83. Applications must be submitted timeously. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Before the interviews a bench test will be conducted to ascertain the level of skills of the applicants. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The institution reserves the right not to make an appointment. Persons with disabilities is encouraged to apply.

CLOSING DATE: 06 December 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE: 20 December 2019. No late applications will be considered.

NOTE: Requirement of applications: No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 42/262: PROGRAMME MANAGER – URBAN RENEWAL PROGRAMME REF NO: REFS/004775

SALARY: R1 057 326 per annum (all-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: Matric plus NQF Level 7 Qualification in Management or related, Project or Programme Management, the Built Environment or equivalent. Minimum 5 years’ experience in Project Management or related role. Experience in large scale complex developments. Experience in working with the PFMA/MFMA and public entities.

DUTIES: Lead in the development of the URP Master Plan. Ensure the alignment redevelopment Plan with provincial and municipal delivery plans. Review and provide guidance in the development of Redevelopment programmes operational plans. Manage and Coordinate the Programme Implementation plans. Manage the delivery of various programmes priorities. Track performance against performance targets. Gather data and analyse performance in line with the performance metrics. Provide
leadership to the programme team in the management of key stakeholder relationships. Facilitate the establishment of social compact. Network with relevant role-players and make appropriate contacts with public and private sector organisations. Facilitate the establishment and functioning of community business forums. Identify and explore possible development opportunities with partners across the province. Lead and manage the teams assigned to the programme. Manage and report performance of direct reports and measure performance against agreed goals and deal with areas of non-performance. Lead the development of direct reports to ensure that staff receive adequate and relevant training. Provide leadership to create a working environment which contributes to improved staff morale. Develop consolidated budget required for the Redevelopment programme. Manage expenditure against programme budget. Participate in the review and approval of the operational and capital budget required for the programme. Oversee the management of procurement in line with the relevant policies and procedures. Facilitate and support the work of the various development work streams established to the Redevelopment Programme. Attend and coordinate work stream meetings. Consolidates and report on the work of the work streams.

ENQUIRIES : Ms L Manenzhe – leah.manenzhe@gauteng.gov.za
APPLICATIONS : Please apply online at www.gautengonline.gov.za

OTHER POST

POST 42/263 : DEPUTY DIRECTOR: PROGRAMME COORDINATOR REF NO: REFS/004776

SALARY : R733 257, per Annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7/ Degree in Project and or Construction Project Management. 5-10 years’ work experience in the project management and engagement environment. Knowledge and understanding of project management and concepts. Intergovernmental Management relations. Planning and management. Knowledge and information management. Effective communication.

DUTIES : Provide support in the coordination and compilation of the departmental business plan and project procurement plans. Develop and maintain best practice methodologies for project portfolio and project management processes (dashboards, templates) for URP. Develop monitoring and quality assurance procedures to ensure Completeness of Information. Provide support in efficient and effective of the Urban Renewal Programme. Manage effective and efficient project governance. Communicate project information to the Director: Programme Management.

ENQUIRIES : Ms L Manenzhe – leah.manenzhe@gauteng.gov.za
APPLICATIONS : Please apply online at www.gautengonline.gov.za

OFFICE OF THE PREMIER

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. Females and white candidates are encouraged to apply.

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za,(Please do not send applications to 30 Simmonds street)
CLOSING DATE : 06 December 2019
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions
and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest.

OTHER POSTS

POST 42/264: ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT
Branch: Corporate Management

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: An appropriate undergraduate qualification (NQF level 6 or 7) in Public Administration, Administration, Office Management or equivalent qualification. 3-5 years working experience in the field of administration in the public service. Candidates must be computer literate (MS Office), have good understanding of administrative systems in an organization and demonstrate an excellent understanding of the public service and its procedures. Excellent writing, communication, interpersonal, time management, minute taking and problem solving skills. Project/Programme management competency will be an added advantage. The ability to work under pressure without constant supervision is a prerequisite. Valid driver’s licence.

DUTIES: Effectively and efficiently provide administrative and executive support to management and staff in the Corporate Management Branch. Render Administrative and Executive Support in the Corporate Management branch. Provide supporting and coordinating Intervention Task Teams, logistical arrangements and minutes of meetings. Ensure sound stakeholder relations between the Corporate Management Branch and internal and external stakeholders such as the Private Office of the Premier, Provincial Legislature, Directors General and Heads of Department, Public Service Commission and all other relevant statutory bodies or organs of state. Provide quality assurance of correspondence coming from internal stakeholders such as HR, Supply Chain Management, Finance before submission for approval. Coordinate Focus Intervention Studies, Benchmarking exercises for and with other provinces including Interprovincial fora. Provide administrative support during the strategic planning sessions and consolidation of all plans in the branch. Assist with management of strategic projects and events. Keep proper records of Heads of department, CEOs of provincial public entities and Boards of provincial public entities. Collate and consolidate inputs/reports for the branch. Ensure sound records management in line with the requirements of MISS. Follow up on the internal and transversal assignments and implementation of resolutions. Manage staff.

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

POST 42/265: HR PRACTITIONER: HR PLANNING AND ORGANISATIONAL DEVELOPMENT
REF NO: REFS/004777
Directorate: Internal Human Resource Management

SALARY: R257 508 – R303 339 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Grade 12 and National Diploma or Equivalent in Human Resource Management/Public Administration. 1-2 years’ work experience in HR Planning/Organisational Design. Employment Equity Act, BCEA, Public Service Regulation, HR Directives, Resolutions and Strategies. Good interpersonal, planning, organising and problem solving skills. Good verbal and writing as well as records management skills.

DUTIES: Provide administrative support in the analysis and development of HR policies, strategies and circulars. Coordinate the Employment Equity committee meetings. Assist with monitoring and updating of changes to the staff establishment. Assist with collating reports on the staff establishment. Assist with designing and maintaining the functional organisational structure. Request, gather and consolidate organisational structure inputs. Coordinate the completion and collection of relevant documents in preparation for Job Evaluation meetings. Coordinate meetings for Job Evaluation Panel meetings and prepare JE packs. Assist with secretariat duties and compile
minutes of the JE Panel meetings. Assist with maintaining and updating JE database. Draft job descriptions in consultation with stakeholders for all job categories on the approved structure. Ensure that job descriptions are compiled using the correct template. Ensure validation of all compiled job descriptions. Assist with maintaining and updating Job description database. Ensure successful provision of HR information, record keeping and reporting.

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 355 6060