ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or hand deliver: Ground floor 56 Eloff Street, Umnotho House and for assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.

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

CLOSING DATE: 20 December 2019, 12h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is the Department 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: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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 tools.

MANAGEMENT ECHELON

POST 44/128: DIRECTOR: ENFORCEMENT
REF NO: REFS/004814

Re-advertisement and people who applied previously are encouraged to apply

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

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus undergraduate qualification (NQF level 7) as recognized by SAQA in Environmental Management, Law and Criminal investigations or any equivalent NQF level 7 qualification as recognized by SAQA. 5 years’ experience at a Middle/Senior Managerial level in Compliance and Enforcement environment. Designation as an Environmental Management Inspector will be an advantage. 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.

DUTIES: Manage administrative and criminal enforcement processes related to brown and green environmental issues in accordance with the Directorate’s strategic goals for successful and effective enforcement action. Carry out the functions of an Environmental Management Inspector (EMI). Coordinate Provincial enforcement operations and projects related to brown and green environmental issues. Utilise and ensure the effective use of the relevant information management tools to effectively manage investigations and reporting. Build Provincial enforcement capacity and provide strategic enforcement support. Cooperate with and liaise with enforcement stakeholders (both provincially and nationally) on matters relating to enforcement activities, programmes and projects. Manage criminal investigations into environmental crimes/ violations. Manage the establishment and maintenance of appropriate
It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

OTHER POSTS

POST 44/129

MEDICAL SPECIALIST SURGERY – GRADE 1 REF NO: CHBAH 256 (X 1 POST)

Directorate: Surgery

SALARY

Grade 1: R 106 040 per annum (TCE Package)

CENTRE

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Surgery. HPCSA registration as Medical Specialist in General Surgery. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver’s license. Aptitude for increasing the “footprint” of the ACS service across the CHBAH hospital cluster. Surgical skillset to manage emergency general surgery patients, including laparoscopic skills. Capacity to manage change both within the ACS team and within the emergency unit/theatre/ward continuum. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Ability to manage a team of junior and senior doctors. Experience and interest in critical care is an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

Supervising the management of and managing ACS patients in emergency unit, high dependency unit, ward. Performing and supervising appropriate surgical operations. Managing emergency theatre booking lists. Traditional on-call model currently, transitioning to shift-based onsite call model. Teaching and training of interns, medical officers, registrars. Undergraduate teaching. Ward rounds and theatre sessions at Bheki Mlangeni District Hospital. Engaging with surgical staff and management at cluster hospitals. Direct clinical service provision within clinical Unit. Provide direct clinical leadership to the department. Formulate treatment guidelines and protocols for the Unit. Oversee Training and supervision of junior doctors Organize Unit meetings with the doctors, nurses Allied Health Professional within the unit. Manage any medical adverse events within the unit and report them to the clinical manager Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

NOTE

No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn’t be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to
Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 off which one must be immediate supervisor, identity verification, qualification verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Please Take Note That Public Service/Government Jobs Are Not For Sale.

**CLOSING DATE** : 20 December 2019

**POST 44/130** : MEDICAL SPECIALIST/ SENIOR LECTURER GRADE 1-3 REFS NO: HRM 99/2019

Directorate: General Surgery

**SALARY** : R1 106 040 - R1 467 651 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : MBChB MMed (Surg) or FCS (SA) or equivalent. A valid registration with the HPCSA as an independent practitioner and specialist surgeon.

**DUTIES** : General Surgery case load management including surgical clinics, wards and theatre. The incumbent must have interest in laparoscopic surgery, thyroid and breast surgery. This appointment is on a joint Gauteng Department of Health and Social Services and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.

**ENQUIRIES** : Prof T.V Mulaudzi Tel No: (012) 354 2113

**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. 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** : 23 December 2019

**POST 44/131** : DEPUTY MANAGER: PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT REF NO: MSD2019/11/01 (X 1 POST)

Directorate: Pharmaceutical Services

Re-Advertisement: Applicants who previously applied are encouraged to reapply

**SALARY** : R1 026 693 per annum (all inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

**CENTRE** : Medical Supplies Depot

**REQUIREMENTS** : A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years’ experience at a middle management level in the pharmaceutical supply chain environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Preferential Procurement Policy Framework Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain Management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

**DUTIES** : Work with the data analyst and the demand planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming
and non performing contracted suppliers. Work with the finance unit in analyzing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advice the procurement unit to procure based on submitted estates.

**ENQUIRIES**
Ms N Thipa, Tel.No: (011) 628 9002

**APPLICATIONS**
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**NOTES**
A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Suitable candidates will undergo a medical screening test.

**CLOSING DATE**
20 December 2019

**POST 44/132**
DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT MANAGEMENT REF NO: MSD2019/11/02 (X 1 POST)

**Directorate:** Pharmaceutical Services

Re-Advertisement: Applicants who previously applied are encouraged to reapply

**SALARY**
R1 026 693 per annum (all inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

**CENTRE**
Medical Supplies Depot

**REQUIREMENTS**
A B. Pharm. degree or an equivalent qualification register able with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years’ experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

**DUTIES**
Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseeing change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.

**ENQUIRIES**
Ms N Thipa, Tel.No: (011) 628 9002

**APPLICATIONS**
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**NOTES**
A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Suitable candidates will undergo a medical screening test.

**CLOSING DATE**
20 December 2019
<table>
<thead>
<tr>
<th>POST 44/133</th>
<th>ASSISTANT MANAGER NURSING AREA (INFECTION PREVENTION AND CONTROL) REF NO: EHD2019/12/01</th>
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</thead>
<tbody>
<tr>
<td>Directorate: Quality Assurance</td>
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<tr>
<td>SALARY</td>
<td>R562 800 – 652 437 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Ekurhuleni Health District</td>
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<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Degree or Diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level in Infection Prevention and Control department. Current registration with SANC. Knowledge and understanding of Nursing and OHS regulations, policies and Acts. Computer literacy (i.e. Ms Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Qualification in Infection Prevention and Control will be an added advantage.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms B. Peloagae Tel No: (011) 878 8545/15</td>
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<tr>
<td>APPLICATIONS</td>
<td>Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X105 Germiston 1400.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Human Resource Manager</td>
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<td>NOTE</td>
<td>Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&amp;T claims and resettlement allowance will be paid.</td>
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<tr>
<td>CLOSING DATE</td>
<td>20 December 2019</td>
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<tr>
<th>POST 44/134</th>
<th>DISTRICT MANAGER GRADE 2-3 (3 POSTS) REF NO: OPS/2019/17</th>
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<tbody>
<tr>
<td>Directorate: Emergency Medical Services</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R536 109 - R833 529. per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Various District</td>
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<tr>
<td>REQUIREMENTS</td>
<td>ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3-5 years in managerial experience.</td>
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<td>DUTIES</td>
<td>Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management repairs and maintenance of district fleet, in line with operational targets. Plan and co-</td>
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</tbody>
</table>
ordinate disaster management action from an Emergency Medical perspective and arrange emergency exercises if required. Compile regular statutory reports with recommendations and make inputs on budget planning. Assisting management in Operational and infra-structure planning. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Authorizations of private EMS services for the entire Gauteng Province when on duty and on standby. Ensure EMS indicators are met according to prescribed targets. Ensure Subordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the new Clinical Practice Guidelines (CPG’s). Candidates to have extensive knowledge of event planning and execution, as per SASRIA Act, Mass Gathering Act and SAN 10366. Must be able to take executive decisions with Intergovernmental stakeholders on behalf of the Accounting Officer in the best interests of the Department.

ENQUIRIES:
Mr C R Errakiah Tel No: (011) 564 2053/2054

APPLICATIONS:
Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

NOTE:
Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Eligible candidates will be subjected to a medical, practical and theoretical assessment. Candidates will be asked to do a 20-minute presentation, on aspects of Operations Management. Operations Management and Corporate Governance at District Level.

CLOSING DATE: 20 December 2019

POST 44/135: ASSISTANT-DIRECTOR: NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: CHBAH 258 (x 1 POST)
Directorate: Nuclear Medicine

SALARY: R517 326 per annum (Plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS:
Appropriate B Tech degree or National Diploma in Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Four (4) Years’ appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES:
Render effective patient centered Nuclear Medicine service for in- and outpatient s in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance
Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES:
Ms. L Nkosi Tel No: (011) 488 3501

APPLICATIONS:
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE:
No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Please Take Note That Public Service/ Government Jobs Are Not For Sale.

CLOSING DATE:
20 December 2019

POST 44/136:
ASSISTANT DIRECTOR CLINICAL TECHNOLOGY: CARDIOLOGY
REFS: HRM 100/2019
Directorate: Cardiology

SALARY:
R517 326 per annum plus benefits

CENTRE:
Steve Biko Academic Hospital

REQUIREMENTS:
Btech in Clinical Technology- Specialized Category Cardiology. Registration with the HPCSA as a Clinical Technologist- Specialized Category Cardiology. Grade 1: One to ten years relevant experience after registration with the HPCSA as a Clinical Technologist in Cardiology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Professionalism with integrity (Honest, patience, hardworking, reliable), and ability to perform under pressure, independently and in a team.

DUTIES:
Perform specialized Cardiology diagnostic and investigative services according to the SBAH Cardiology departments. Effectively manage and supervise Cardiology Clinical Technology service. Effectively manage and supervise clinical technology quality control procedures. Efficiently and effectively manage and utilize resources in the workplace. Effectively manage stock control of both consumables and equipment. Effectively manage the training of other health care professionals. Actively manage and participate in clinical research. Management of subordinates in supervisory and production level. Engage in continuous Professional development.

ENQUIRIES:
Dr. B.J Ribeiro Tel No: (012) 354 4652/3940

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. 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:
23 December 2019
**POST 44/137**

CHIEF AUDIOLOGIST GRADE 1 (COCHLEAR IMPLANT MAPPING) REF NO: CHBAH 257 (X1 POST)

Directorate: Speech Therapy and Audiology

**SALARY**

R466 119 per annum (All-inclusive package)

**CENTRE**

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Speech Therapy and Audiology. Degree in Speech Therapy and Audiology. 3 years’ experience in Audiology practice. Completion of short course in Additional Licensing in Cochlear Implants and experience in cochlear implant assessment and management is a prerequisite. If the applicant has not already obtained additional licensing in cochlear implants, then proof of acceptance into a short course in cochlear implant management in 2020 is required at the time of the interview. Knowledge of the relevant public service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written). Ability to comply with budgeting, Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Good teamwork and problem-solving skills. Management of a team and/or program will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

**DUTIES**

Responsible for the assessment, counselling and management of individuals who may require implantable hearing devices such as cochlear implants and bone anchored hearing devices. To carry out a broad range of audiological procedures, including diagnostic hearing assessment and hearing aid fitting of adults and paediatric patients in accordance with best practice guidelines. This role includes the implementation and review of evidence-based protocols and procedures, regular clinical monitoring of service provision and the ongoing development of services. Reportable to the Team Leader and to the Assistant Director of Speech Therapy and Audiology. Assist with Team Leader responsibilities as required. Assist the team leader with budgeting and demand plan generation. Excellent teamwork and conflict management skills. To work within a multidisciplinary team within professional boundaries. To supervise, develop, train and monitor the performance of team members in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service Policies and Acts. Participate in conflict management and implement corrective measures and all governing departmental policies. Must be a team player within the department and institution. Adhere to and ensure compliance with HPCSA Legislation. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES**

Dr. S. Balton Tel No: (011) 9339269/5

**APPLICATIONS**

should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

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of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Please Take Note That Public Service/Government Jobs Are Not For Sale.

**POST 44/138**

**OPERATIONAL MANAGER NURSING -GENERAL GRADE 1 (PNA5) REF NO: OMNUR/SRH/173/19**

Directorate: Nursing

**SALARY**

R444 276, per annum (Plus benefits)

**CENTRE**

South Rand Hospital

**REQUIREMENTS**

- Diploma/degree in general nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a professional nurse. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the above period referred to must be experience at a quality assurance level.
- Have the ability to analyse complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have ability to prioritize issues and other related work matters and to comply with the time frames set.
- Have ability to work under pressure to meet deadlines. Have excellence interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel will be advantageous. Ideal Hospital Framework and a valid driver’s license will be an added advantage.

**DUTIES**

- Demonstrate an in depth understanding of nursing legislation and related and ethical nursing practices and how this impact on service delivery. Ensure quality clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Demonstrate basic understanding of HR, Financial and Labour relations policies and practices. Demonstrate effective communication with patients, supervisors and other health professionals. Work as part of a multidisciplinary team. Display concern for patients, promoting, advocating and facilitating proper treatment and promote patient safety. Ensure that unit adheres to Batho Pele principles. Manage and redress complaints received effectively. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display good supervisory and leadership skills.

**ENQUIRIES**

Mrs. E.K Kgomongwe Tel No: (011) 681 2018

**APPLICANT**

Applicant must quote the relevant reference number and direct the applications to South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road. NB attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidates only.

**NOTE**

Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification and criminal records ability checks.

**CLOSING DATE**

20 December 2019

**POST 44/139**

**OPERATIONAL MANAGER (ARV CLINIC)**

Directorate: ARV clinic

**SALARY**

R444 276 per annum (plus benefits)

**CENTRE**

Edenvale Hospital

**REQUIREMENTS**

Requirements: Basic qualifications accredited with SANC in terms of Government Notice R425 (Diploma/ Degree in nursing that allows registration with the SANC as a Professional Nurse). A minimum of 7 years work experience in Nursing after registering as a Professional Nurse with Nursing Council. At least some of those years should be work experience in general wards. Certificate in computer Microsoft office (Word, PowerPoint, Excel, Outlook, OneNote, Access, Publisher, SharePoint). Knowledge of Tier. Net is highly recommended.

**DUTIES**

- Ensure effective implementation of TB/HIV coordination in line with HAST Strategic Plan (90 90 90) strategy. Ensure smooth integration of TB/HIV
services. Work with the TB district coordinators. Do ward rounds. Ensure identified cases are on appropriate treatment before they are discharged from the units. Manage referral systems. Have TB and HIV management knowledge. Manage allocated staff under his/her role. Implement Quality Assurance for the TB/HIV related services. Collect specimens to the laboratory. Ensure availability of TB/HIV learning materials and Policies. Develop and provide training for patients and internal staff members. Attend relevant meetings and training. Implement TB/HIV program changes according to National Guidelines and Standard of Operations. Manage defaulters and patients with uncontrollable viral loads. Manage data capturing, compilation and validation of statistics. Compile reports in required formats

ENQUIRIES
APPLICATIONS
Ms. R Aphiri Tel No: (011) 321 6021
Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

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

CLOSING DATE
20 December 2019

POST 44/140
TRANSPORT OFFICER REF NO: ADM/2019/04 (2 POSTS)
Directorate: Emergency Medical Services

SALARY
R257 508 per annum (Level 7) (plus benefits)

CENTRE
Ekurhuleni District

REQUIREMENTS
An appropriate degree/diploma/Certificate in Transport Management/Grade 12 and 5 years with extensive experience in fleet management. Valid driver’s Code.EC1 or above. Knowledge of the principles and practices of fleet management. Management planning and control strategies, conflict management strategies. The practices, standards and procedures and tools used in automotive and truck maintenance industry. Mechanical techniques in the maintenance and repair of vehicles and equipment (Candidate to have the mechanical background/knowledge). User and applications of computerized information. Management systems for data collection, storage, analysis, and evaluation and report generation purpose for vehicle maintenance and repair history. Operation, maintenance and repair of vehicles, fleet, financial management and departmental policies. Supervisory methods and techniques.

DUTIES
Management and maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in diagnosing the vehicles before and after it is taken for repairs. Compile and maintain the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timeously and regularly. Manage accident, trip authorizations, reconcile reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform standby duties as outlined by the chief Directorate. Supervise sub-ordinate. Perform any other duties as delegated by the supervisor.

ENQUIRIES
Mr. TT Rambau Tel No: (011) 564 2001

APPLICATIONS
Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

NOTE
Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE
20 December 2019

POST 44/141
ADMIN OFFICER REF NO: TMRH-AO-01 (X1 POST)
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, Asset and warehouse management (Gauteng Provincial Assets Management Certificate will be an added advantage) or Grade 12 with
minimum 5-10 years’ unbroken extensive experience in Demand, Acquisition, Asset 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. Initiative and inter-personal skills. Highly motivated, results-orientated and have the ability to plan. Working knowledge of CSD, BAS, SAP and SRM. Proven computer literacy is essential. Ability to work under pressure and a valid driver’s license is required.

**DUTIES**

To receive the assets during delivery, ensure proper and safety storage of the assets, bar-coding of the assets dispatched to the right end-user, capturing received assets and weekly reporting of acquisition of assets, correct classification of assets in accordance with Government International Economic Reporting Standards (GIERS), General Recognized Accounting Practice (GRAP) and GAAP, SCOA, balancing the Assets Register (AR), Perform sporadic/spot-checks in difference areas, Compilation of inventory check list for each end-user, draft assets verification plan, conduct mid-year and annual physical assets verification, reconcile the physical assets against the Assets Register, report any discrepancies and investigate them, compile a formal report for executive, Comply monthly assets Reconciliation, Ensure submission of the Monthly Reconciliation on time to Head Office, Ensure that official Pass-out is generated for any transfer of Assets, Compile Annual Schedule for Disposal meetings, Assist in chairing of the Disposal Committee and keeping of proper records, facilitate the removal of any asset within the Hospital/Building, Work with the Loss and Control Officer, co-ordinate the improvement of assets conditions and promote effective timeous reporting of damage assets. Ensure safe disposal of various assets in line with Environmental Health Standards as well as working with the Infection/Environmental Control Team. Drafting of internal memorandum, clearing of unresolved misallocations, Assist in evaluating lifespan of the assets and keep updated record, Ensure that all exiting official handover all the tools of trades before they leave and recoup all assets not accounted for by any officials and previously allocated gadgets, Assist the ICT Team to keep record of all leased assets in a proper register and ensuring that all donations in the form of assets are accounted for and disclosed, record them into the Hospital Assets Register. 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.

**ENQUIRIES**

Ms. N. Ndimande/Ms. O. Maboea/Tel No: (010) 345 0971

**APPLICATIONS**

Applications 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.

**CLOSING DATE**

20 December 2019
POST 44/142 : DATA CAPTURE REF NO: ADM/2019/05
Directorate: Emergency Medical Services
Re -advertisement those who applied previously they need to re-apply

SALARY : R257 508 per annum (plus benefits)
CENTRE : Sedibeng
REQUIREMENTS : Grade 12 certificate or equivalent qualification plus 5 years relevant experience or National Diploma or equivalent qualification with Health Science/Maths/Statistics/Computer Science as a major and three years relevant experience, Knowledge and understanding of District Health Information Systems will be added as advantage computer, literacy, Analytical, numeracy, coordination and good communication skills and must have driver’s licence.

DUTIES : Maintenance of EMS databases in all EMS Stations Query data from the point of its origin. Ensure data quality (timeliness, completeness and validity produce analysed monthly reports for submission to EMS Head office identify information needs. Preparation of routine and ad hoc data reports and capturing of data on the WebDHIS and other systems assist with preparation of workshops/meetings. Perform ad hoc duties as assigned by immediate supervisor or District Manager.

ENQUIRIES : Mr. R. K Sekgobela Tel No: (011) 564 2009
APPLICATIONS : Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685

NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE : 20 December 2019.

POST 44/143 : ADMINISTRATION OFFICER (SUPPLY CHAIN)
Directorate: Stores

SALARY : R257 508 per annum (Level 7) (plus benefits)
CENTRE : Edenvale Hospital
REQUIREMENTS : Minimum Grade 12 Certificate with at least 5 years of experience in the supply chain department or relevant post matric certificate with 3 years’ experience in supply chain department. Good communication skills, problem solving skills, writing skills and report writing etc. must have computer literacy and a proof attached. Supervisory skills will be an added advantage. Be able to work under pressure and met the deadlines of submission of the report. Good understanding of supply chain management procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations, Supply Chain policy, Quality Assurance and Employment Equity etc.

DUTIES : Demand Management, Acquisitions, Logistics, Disposal, Performance and Risk. Administration of the general and special condition of the contract. Administration of contract management. Attending AG - findings. Implementation of the five pillars of supply chain. Monitoring and evaluation of the threshold values when procuring goods and services. Responsible for the filing of Admin Officer will be overall supervision of supply chain department. To approve the requisitions received from the end users. Release the shopping cards captured by the buyers. Check the outstanding orders with the suppliers. Attend queries received from the end users and suppliers. Issuing quotation numbers and invitation of price quotations. Procuring goods and services. Administering the database. Reconciliation of monthly reports. Administering the closing and evaluation of quotation received. Maintaining record keeping. Compile weekly spot check. Conduct annual stock take. Apply the FIFO Principles. Monthly meeting with staff. Admin officer will be more involved with the acquisitions, Demand plan and procurement plan, assisting with the specifications. Requesting quotations and requesting quotes. Ensure effective and efficient disposal of expired stock.

ENQUIRIES : Mr. W Mashiachidi Tel No: (011) 321 6114
APPLICATIONS : Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.
NOTE: Applications must be submitted with Z83 form, certified copies of ID and certified Qualifications. Certification of copies must be within three months. Submission of documents.

CLOSING DATE: 20 December 2019

POST 44/144: CASE MANAGER
Directorate: Revenue

SALARY: R257 508 (Level 7) per annum (plus benefits)
CENTRE: Edenvale hospital
REQUIREMENTS:
Grade 12 with 5 years' experience and competency in ICD 10 coding is imperative. Computer literacy (MS Office Package). Knowledge and understanding of the Public Finance Management Act (PFMA), Uniform Patient Fee Schedule (UPFS), Treasury Regulations and Administrative Procedure Manual. Must have an understanding of the different patient classification's policy framework and guidelines. Competent in ICD 10 coding. Must have good to excellent report writing skills. Ability to communicate well with people at different levels and from different back grounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the finance department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Revenue Section and Patient Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Experience in case management and PAAB will be an added advantage.

DUTIES:
Report directly to the Finance Manager. Responsible for confirmation/authorisation of medical aid patients telephonically/online for all admissions and outpatient consultations, of all private and externally funded patients within 36 hours of admission/accessing medical care within the facility. Ensure accurate ICD 10 coding and Prescribed Minimum Benefit (PMB) application to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing Clerks to raise correct claim rand amount towards revenue collection. Be able to bill medical aid patients. Audit all claims for ICD 10 coding and UPFS accuracy before being submitted for payment to funders to minimise rejections. Submit monthly statistics reports on Hospital ICD 10 coding compliance of all business units to Finance manager. Ensure accurate compiling of hospital ICD 10 coding. Conform to National Core Standards requirements. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Co-ordination of provision of effective ICD 10 Coding training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.

ENQUIRIES: Mrs. G Meyer Tel No: (011) 321 6018
APPLICATIONS: Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

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

CLOSING DATE: 20 December 2019

POST 44/145: HUMAN RESOURCE OFFICER
Directorate: Human Resource

SALARY: R257 508 per annum. (Level 7) (Plus benefits)
CENTRE: Edenvale General Hospital & Laundry
REQUIREMENTS:
Grade 12 with at least five years of experience as HR clerk in the hospital or relevant three-year Degree/Diploma with at least three years HR experience. A person must be dynamic and flexible as he/she will be dealing with sensitive issues and taking critical and uncompromising decisions. Be people oriented.
Must be able to report directly to the supervisor/s without deviation and understand the professional ethics of HR office. Must be computer literate. Must be willing to sign confidential forms. Must have at least introduction to personal training and computer literate (proofs to be attached)

**DUTIES**

- Manage HR practitioners and make sure they are contracted in terms of PMDS.
- Implement either consequence management where necessary. Orientate new staff members and train staff where necessary. Attend internal and external meetings and give report back to HR personnel. Be able to work under severe pressure. Be able to implement Batho Pele Principles within the Office of HR.
- Implement pension administration, remuneration and employee benefits, Leave and Ill-health Retirement (PILIR), injury-on-duty, overtime, housing allowances, appointments, GEPF implementation, PERSAL and establishment administration. Be willing to implement all issues relating to HR and take minutes during HR meetings.

**ENQUIRIES**

MR. J.M Rampheri Tel No: (011) 321 6109

**APPLICATIONS**

Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

**NOTE**

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

**CLOSING DATE**

20 December 2019

**POST 44/145**

**CHIEF ADMIN CLERK**

Directorate: Administration

**SALARY**

R257 508 per annum (Level 7) (plus benefits)

**CENTRE**

Edenvale Regional Hospital

**REQUIREMENTS**

- Minimum qualification Grade12 with 5 years administration experience or Diploma/Degree in Public Administration with minimum of 3 years administration experience. Computer literacy and proof attached. Complex problem solving. Communication and reports writing skills. Ability to work independently yet function optimally as part of a dynamic team. Ability to take popular and unpopular legitimate decisions. Knowledge of ideal hospital. Shirt worker (night, weekend and public holidays)

**DUTIES**

- Supervise and provide leadership to subordinates working at night, public holidays and weekends. Monitor the following section: Patient Admin, Porters, Cleaners, Switchboard, Drivers, Security, and Laundry. Ensure resources are allocated to night duty staff for execution of task. Monitor the allocation of staffing and attended registers. Take rounds to critical areas such as Accident and emergency, maternity and x-ray. Write reports on incident happened. Effective management of conflicts and grievances and maintain the discipline in all components. Be able to work during the day if requested.

**ENQUIRIES**

Mr. J.M Segabutla Tel No: (011) 321 6078

**APPLICATIONS**

Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

**NOTE**

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

**CLOSING DATE**

20 December 2019

**POST 44/147**

**ADMIN OFFICER (HOUSEKEEPING) REF NO: JUB 13/2019**

Directorate: Admin and Logistics Management

**SALARY**

R257 508 per annum (Plus Benefits)

**CENTRE**

Jubilee District Hospital

**REQUIREMENTS**

- Grade 12 or equivalent 2 Years office work required computer competency certificate. 5 Years working experience in housekeeping required. Good verbal & written communication skills. Interpersonal relations. Teamwork. Planning and organization relation. Police clearance certificate required.

**DUTIES**

- Report writing knowledge of PILIR service ACT. Allocate and ensure quality of work. Apply discipline. Assess staff performance. Maintain a leave register for component. Keep and maintain the attendance register of the component. Maintain and keep control of stock levels of cleaning material and equipment’s.
Determining roasters, shift schedules and overtime. Allocate duties to cleaners /housekeepers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Assess the hygiene situation of buildings and detect current and potential problems. Ensure adherence to infection Control and Hygiene regulation. Oversee housekeeping services. Willing to work overtime when is required. Perform other additional duties as assigned by supervisor.

**ENQUIRIES**

MR T.T Makhudu Tel No: (012 717 9385)

**APPLICATIONS**

documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hamanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE**

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

**CLOSING DATE**

20 December 2019

**POST 44/148**

SENIOR FINANCIAL CLERK REF NO: MSD2019/11/03 (X 1 POST)

Directorate: Finance

**SALARY**

R257 508 per annum (Level 7) (plus benefits)

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

Grade 12 plus a National Diploma/Degree in Accounting or Finance related Qualifications with 1 - 3 years relevant experience in Finance, OR Grade 12 with 3 -7 years’ experience in Finance. Computer literacy, in particular spread sheet applications (Excel). Good verbal and written communication and interactive skills. Knowledge of BAS and MEDSAS system will be an added advantage.

**DUTIES**


**ENQUIRIES**

Mrs M Ngomane, Tel. No: (011) 628 9019

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**NOTE**

Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal Record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to Security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE**

20 December 2019

**POST 44/149**

LABOUR RELATION OFFICER REF NO: MSD2019/11/04 (X 1 POST)

Directorate: Human Resource Management

Re-Advertisement: Applicants who previously applied are encouraged to reapply

**SALARY**

R257 508 per annum (Level 7) (plus benefits)

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

A relevant 3- years’ tertiary qualification in HRM with a minimum of 3 years’ experience in Labour Relation or Grade 12 qualification with 3 – 5 demonstrable experience in Labour Relation in the public Services. Knowledge of Misconduct Management, Grievance Management, Collective bargaining, Dispute resolution and other relevant legislations applicable within the public sector. Verbal and Written communication skills. Report writing skills. Be able to work independently. Conflict management computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be added advantage. Basic knowledge of employee Health & Wellness programmes will be an advantage.

**DUTIES**

write reports inter-alia Misconduct report s and Grievance reports. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witness and represent the Employer in disciplinary and/ or grievance
hearing. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for managers, supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of code of conduct. Support and/ or advice management on progressive discipline. Be a link between management and recognized labour unions. Facilitate and charring bi lateral and multi-lateral meetings within the institution. Provision of advice to employee and management on labour relations matter. Write reports on EAP (EHWP) programmes and help in facilitation of events thereof.

ENQUIRIES
Ms G.S Mbokazi, Tel No: (011) 628 9012

APPLICATIONS
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE
20 December 2019

POST 44/150
OCCUPATIONAL THERAPY TECHNICIAN GRADE1 REF NO: EHD2019/12/02 (1 POST)
Directorate: Rehabilitation

SALARY
R210 567 – R240 762 per annum

CENTRE
Tsakane Community Based Rehabilitation Centre

REQUIREMENTS
Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver’s license is essential. Interest in working in a community-based rehabilitation setting. Good communication skills (verbal and written) and customer care orientated. Ability to work in a multi-disciplinary team and in a changing environment.

DUTIES
Render comprehensive occupational therapy technical services within the clinic and in the community setting in line with the scope of practice. Provide optimal and evidence-based community rehabilitation services to clients. Do outreach to the surrounding NGO’s and screening for ECI (Early childhood intervention). Conduct health promotion and prevention of disability campaigns in collaboration with other stakeholders. Conduct home visits to clients and follow-up visits for specific interventions. Participate in community mapping and development of referral structures for the benefit of all community members including people with disabilities. Engagement with relevant key stakeholders such as ward councilors, etc. Participate in continuous professional development activities. Perform and complete administrative functions including data compilation and monthly report submissions. Advocate for people with disabilities and underprivileged community groups. Establish sustainable support groups in the community and within the clinic.

ENQUIRIES
Ms K.R Maluleke/Ms M.A Masipa Tel No: (011) 876 - 1776

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

FOR ATTENTION
Human Resource Manager

NOTE
Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE
20 December 2019

POST 44/151
ADMINISTRATION CLERK REF NO: REFS/004797
Directorate: Patient Administration

SALARY
R173 703 per annum (Plus benefits)

CENTRE
Tara the H. Moross Centre, Sandton

REQUIREMENTS
Grade 12 or equivalent with 1 or more years of relevant experience in a hospital environment. Must be computer literate (with certificate) and knowledge of PAAB system. Ability to handle confidential information. Good telephone
etiquette, interpersonal and communication (written and verbal) and numerical skills. Must understand Batho Pele principles, Patients’ Rights and good customer service.

**DUTIES**

- Opening, retrieval, filing and safe keeping of patient records and their documents at Outpatient department (OPD). Accurate capturing and updating of patient data on PAAB. Accurate classifications of patients. Ensure all patient visits are registered on PAAB. Follow up on outstanding patient fees. Daily cash up and banking to main cashier. Compliance to Downtime processes. Confirmation of available funds with medical aids before consultations. Reconcile daily and monthly statistics. Use, re-capture and reconcile TPH01 and TPH02 to PAAB. Be able Adhere to departmental policies and procedures. Perform other lawful duties as delegated by the supervisor.

**ENQUIRIES**

- Mr. G. More Tel No: (011) 535 3063

**APPLICATIONS**

- must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No.50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za

Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

**CLOSING DATE**

- 20 December 2019

**POST 44/152**

- HUMAN RESOURCE CLERK

  Directorate: Human Resource

**SALARY**

- R173 703 per annum (Level 5) (plus benefits)

**CENTRE**

- Edenvale General Hospital & Laundry

**REQUIREMENTS**

- Grade 12 with at least two years of experience as Admin clerk in the hospital or three-year Degree/Diploma with at least one year of HR intern experience. HR experience will be an added advantageous. Must be computer literate and a proof attached. A person must be dynamic and flexible as he/she will be dealing with sensitive issues and taking critical and uncompromising decisions. Be people oriented. Must be able to report directly to the supervisor(s) without deviation and understand the professional ethics of HR office. Must be computer literate. Must be willing to sign confidential forms.

**DUTIES**

- Manage all HRA matters. Be able to work under severe pressure. Be able to implement Batho Pele Principles within the Office of HR. Implement pension administration, remuneration and employee benefits, Leave and Ill-health Retirement (PILIR), injury-on-duty, overtime, housing allowances, appointments, GEPF implementation, PERSAL and establishment administration. Be willing to implement all issues relating to HR and take minutes during HR meetings.

**ENQUIRIES**

- Ms. R Marakalala Tel No: (011) 321 6197

**APPLICATIONS**

- Addressed to Edenvale Hospital P/Bag X 1005 Edenvale 1610 or hand delivered to Edenvale hospital Second gate (Next to taxi Rank). The institution reserves the right not to fill this post. Please consider the application to be unsuccessful if not contacted within three months.

**NOTE**

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

**CLOSING DATE**

- 20 December 2019

**POST 44/153**

- STAFF NURSE GRADE 1 (WBOT) REF NO: EHD2019/12/03 (2 POSTS)

  Directorate: Primary Health Care

**SALARY**

- Grade 1 R171 381 – R192 879 per annum (plus benefits)

**CENTRE**

- Ekurhuleni Health District (SSDR)

**REQUIREMENTS**

- Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

**DUTIES**

- Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Be able to participate in
campaigns. Facilitation of training and mentoring of Community Health Care Workers (CHWs). Supervision of Community Health Care Workers. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. To have knowledge of WBOT. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

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

FOR ATTENTION
Human Resource Manager

NOTE
People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE
20 December 2019

POST 44/154
AUXILLIARY WORKER REF NO: MSD2019/02/05 (X 8 POSTS)
Directorate: warehouse

SALARY
R145 281 per annum (Level 4) plus benefits

CENTRE
Medical Supplies Depot

REQUIREMENTS
Grade 12 certificate including Mathematics as a subject. Knowledge and experience in the Pharmacy sector will be an added advantage. Warehouse experience and computer literacy will be an advantage.

DUTIES
Receiving stock from suppliers. Offloading trucks and moving stock into the appropriate quarantine area. Moving of stock to stores and packing stock on correct shelves. Assist with packing rolltainers and moving these to the dispatch area. Ensure that medicine is received; stored and dispatched as per SAHPRA and Pharmacy council regulations. Must be willing to undergo training as per legislation.

ENQUIRIES
Ms K Dheda, Tel.No: (011) 628 9183

APPLICATIONS
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE
20 December 2019

POST 44/155
AUXILLIARY WORKER 4 REF NO: MSD2019/02/06 (X 2 POSTS)
Directorate: Pre-Pack

SALARY
R145 281 per annum (Level 4) plus benefits

CENTRE
Medical Supplies Depot

REQUIREMENTS
Grade 12 with mathematics as one of the subjects passed, minimum requirements for enrolment to the training as a pharmacist assistant basic. Candidate must have basic Knowledge and Experience in Pharmacy Sector and computer fundamentals. Experience in the pharmacy environment will be an added advantage.

DUTIES
Prepacking warehouse and Cubicles/Repacking daily Temperature and Humidity.

**APPLICATIONS**  
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**NOTE**  
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**ENQUIRIES**  
Ms L Chiloane, Tel.No: (011) 628 9102

**CLOSING DATE**  
20 December 2019

**POST 44/156**  
**AUXILLIARY WORKER REF NO: MSD2019/02/07 (X 1 POST)**  
Directorate: Logistical support

**SALARY**  
R145 281 per annum (Level 4) plus benefits

**CENTRE**  
Medical Supplies Depot

**REQUIREMENTS**  
Grade 12 with relevant experience in storekeeping. Code 8 driver’s licence will be added advantage. Good communication skills. Must be able to work under pressure. Deadline orientated. Must be computer literate.

**DUTIES**  
Responsible for the receiving and issuing of stock in Store 17 General store. Monthly sample stocktake, updating of bin cards, bi-annual stocktake and investigation on discrepancies. Follow up of outstanding orders. Safekeeping of all documents. Assist with barcoding and movement of assets. Safekeeping of assets in the Store. Control measures on protective clothing issued to staff. Be able to assist in performing messenger’s duties required by the supervisor.

**ENQUIRIES**  
Mr G Romain, Tel No: (011) 628 9009

**APPLICATIONS**  
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**NOTE**  
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE**  
20 December 2019

**POST 44/157**  
**PROPERTY CARE TAKER REF NO: JUB 14/2019**  
Directorate: Admin and Logistics Management

**SALARY**  
R102 534 per annum (Plus Benefits)

**CENTRE**  
Jubilee District Hospital

**REQUIREMENTS**  

**DUTIES**  
cultivate garden areas. Prepare soil to plants. Maintain flowers and other beds by fertilize, irrigate, weed and prune. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns, remove refuge from the terrain, wood refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Comply with Performance Management and Development Policy.

**ENQUIRIES**  
MR T.T Makhudu Tel No: (012) 717 9385

**APPLICATIONS**  
documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

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

**CLOSING DATE**  
20 December 2019
POST 44/158 : FOOD SERVICES AID REF NO: REFS/004800
Directorate: Logistic and Support Services

SALARY : R102 534 – R120 780. per annum (Plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Minimum qualification Grade 10-12 Ability to read and write. Good interpersonal relations and communication skills. 1-2 years’ experience in hospitality, appropriate knowledge of food preparation and serving must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Prepared to work shifts (weekends and public holidays). Must be prepared to rotate to different areas within the food service unit/wards. Must be familiar with Batho Pele Principles as well as Six Key Ministerial priorities in terms of National Core Standards. Be willing to perform all general work related to food service as delegated by the manager/supervisor.

DUTIES : Perform routine task in the food service unit/ward and maintain hygiene. Safety measures in the unit/ward allocated. Be punctual, willing to undergo continuous training. Be able to work under stressful conditions, to wash patients dishes, food trolleys and clean all kitchen equipment including crockery and cutlery. Dishing up food for the patients according to portion control and diet prescription. Transporting food trolley from the kitchen to the wards and vice versa. Prepare and serve Tea and Coffee to the patients. Preparing meals and plating food as requested by supervising employee. Prepare simple meals such as salads or desserts. Help cooks with food preparation duties for the day by cutting, peeling, or slicing as needed. Cleaning the site and dining area by picking up trash, clearing and washing plates and dishes, and wiping down tables as needed. Adhere to food safety standards at all times, making sure that all food is free of contaminants and pathogens that might make patients sick. Clean pots, pans, and any other dishes in the food service unit/wards as needed. Adhering to safety and sanitation standards at all times.

ENQUIRIES : Ms. A Makumule Tel No: (011) 535 3051/2
APPLICATIONS : must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No.50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address

POST 44/159 : SECURITY GUARD REFS NO: HRM 101/2019
Directorate: Administration and Logistics

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Matric/Grade 12 Certificate with a minimum of 10 years’ experience as a security guard in a formal environment. Grade 10/Abet level 2 certificate with a minimum of 16 years’ experience as a security guard in a formal environment. 10 years’ experience in the field of security. New grade C Psira registered certificate. Good report writing skill (candidates will write a tests report). Good English communication skill. Computer Literacy will be added as an advantage. Knowledge of Health and Safety Act and fire prevention. Knowledge and understanding of security legislations including MISS. Willingness to work shifts and extended hours. Fire arm competency certificate. SAPS clearance certificate will be an advantage.

DUTIES : Execution of access and egress control of staff, visitors and assets. Report all security breach to the security manager. Day/night supervision of contract security. Report all defects of OHS and facilities to relevant management. Patrol the hospital premises and give verbal and written reports. Investigate incidents reported and give feedback to clients. Tracking for lost patients/visitors and fetching them at home if absconded. Maintain cleanliness of registers and update them accordingly. Assist in vehicle traffic control and parking management. Restraining of violent patients and escorts to different health institutions. Escorts of contractors around premises of SBAH. Escorts of doctors and nurses around the premises and to their residence. Record and safe lock fire arms of visitors and staff. Conduct parcel searching through scanning machine and body search using metal detectors at points of entry/exits. Clamping of illegal or wrongful parked vehicles within premises.

CLOSING DATE : 20 December 2019
ENQUIRIES : Mr. M. F Monama Tel No: (012) 354 1421
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. 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 : 23 December 2019

PROVINCIAL TREASURY

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Inbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 20 December 2019
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Furthermore, certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than three (3) months old) must be attached. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, credit record, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right not to continue to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please indicate reference number on the Z83 form.

MANAGEMENT ECHELON

POST 44/160 : DIRECTOR: PROCUREMENT REF NO: GPT/11/03
Directorate: Provincial Supply Chain Management
(S 5 Year Fixed Term Contract)

SALARY : R1 057 326 per annum (all- inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF Level 7 as recognized by SAQA in Business Management/Supply Chain Management/Financial Accounting/Legal qualification. 5 -10 years’ experience at middle/senior management level. 5 years or more of experience in Supply Chain Management field.
DUTIES : Manage and maintain accurate and complete Electronic Catalogue; Ensure correct usage of material master by departments; Provide tender administration services to GPG Departments; Ensure that all tenders advertised comply with the relevant prescripts; Ensure safe custody of the
tender documents; Manage Customer relationships; Management of staff and financial resources.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel No: (011) 227-9000

OTHER POSTS

Directorate: Financial and Management Accounting

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Degree in Financial Accounting (NQF Level 7) as recognised by SAQA. 3-5 years’ experience in Financial Accounting at supervisory/management (ASD) level.
DUTIES : Manage the revenue collection, expenditure management and financial accounting function. As part of revenue management responsibilities, ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Ensure that payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed (Payment Function). Provide financial administration and accounting services journals, accounting and reporting (Interim and annual Financial statements). Manage the resources of the sub-directorate, including planning and allocation of work, the maintenance of discipline and the quality control of work delivered by its employees.

ENQUIRIES : Mr Sihle B Hlomuka Tel No: (011) 689 6897

POST 44/162 : ASSISTANT DIRECTOR: CORPORATE COMMUNICATIONS REF NO: GPT/11/05
Directorate: Corporate Services

SALARY : R376 696 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Public Relations/Marketing/Communication and/or related field at NQF Level 6 as recognized by SAQA. 3 – 5 years’ experience in Marketing/Advertising/Journalism/Public Relations.
DUTIES : To assist in the management and coordination of Corporate Communications Services in the Department. Develop, coordinate and market internal communication programmes, activities and campaigns. Develop and manage internal publications. Manage reception and switchboards services

ENQUIRIES : Ms Tshiamo Sokupha Tel No: (011) 227-9000