ANNEXURE W

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS:

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

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

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

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

**District Johannesburg East (JE)**: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 660-9109

**District Johannesburg West (JW)**: Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta: Tel No: 061 483 3054.

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

**District Tshwane North (TN)**: Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X25, Pretoria, 0001 Enquiries: Ephraim Magakoa Tel No: (012) 543 1044.

**District Tshwane South (TS)**: Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi Tel No: (012) 401 6363/5.

**District Tshwane West (TW)**: Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451

**Gauteng East (GE)**: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717

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

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

**Districts Ekurhuleni South (ES)**: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6062.

**Districts Sedibeng West (SW)**: Physical Address: Sebokeng College 6 Samuel Street; Zone 18,Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193.

**CLOSING DATE** : 21 February 2020

**NOTE**: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za/documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be
subjected to personnel suitability checks (positive identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 05/185 : DEPUTY DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: HO2020/01/03
Directorate: Early Childhood Development

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg

DUTIES : Formulate Pre-Grade R Implementation Strategies to Ensure Quality Early Childhood Development (ECD) Educational Programmes. Analyse and review the existing strategies, methodologies, policies, monitoring and evaluation mechanisms. Implement and report on strategic frameworks in the area of functional responsibility. Ensure effective and efficient provision of Early childhood development services and increase accessibility of services. Conduct Quality Assurance, awareness campaigns and promote compliance and safe Environment. Ensure quality Pre-Grade R Implementation of Strategic plan, policies and Norms and Standards. Coordinate and manage the integration of cross departmental Early Childhood Development Services. Co-ordinate implementation of the National Early Childhood Development Norms and Standards with other stakeholders. Ensure continuous monitoring to ensure compliance. Work with other departments to coordinate the registration of Early Childhood Development (ECD) Programmes. Ensure capacity building programmes for ECD Centre Based and Non- Centre based, communities and parents. Develop and manage training programmes for practitioners and community. Provide information and knowledge sharing through ECD trainer's engagement platform. Research latest developments regarding ECD training and qualifications to ensure ECD innovations. Facilitate and monitor incorporation of Reggio Emilia Approach in ECD Programmes. Develop management plan for training, support mentoring and documentation of incorporation of Reggio Emilia Approach. Set performance standards and benchmarks against which to measure achievement of project. Develop an engagement model that allows the districts and institutions to interact with the programs in an integrated manner. Encourages parental involvement in the education of their children through participation in parent's information sharing sessions. Support the development of skills, and integrated resource kit and basic resource kits. Manage the Pre-Grade R Primary information database. Develop and manage an integrated ECD centre database.
Develop and manage the ECD Pre-Grade R Practitioner qualification database. Ensure the effective, efficient and economic utilization of allocated resource. Manage monitoring of Pre-Grade R programmes Sub-Directorate and identify areas of need to improve team performance. Guide, train and advice staff on effective utilization of resource, responsibilities and accountability. Compile and submit work plan, performance development plan, and job description and performance agreements. Performance management, implementation and accountability of staff.

ENQUIRIES : Ms. Phumelele Tloubatla Tel No: (011) 843 6532

POST 05/186 : DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2020/01/04
Chief Directorate: Legal Services and Dispute Management

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognised three-year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management/ Administration/Management/Administrative Assistant. At least a minimum of five years’ experience in providing administrative/office support of which three years must be at an Assistant Director level. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project Management skills, People management, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Valid Driver's license is essential.

DUTIES : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions/reports; make notes and recommendations to present to the Chief Director. Co ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise/sensitize the Chief Director on reports to be submitted. Be able to track documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes/resolutions and communicate/disseminate to relevant roleplayers, follow-up on progress made, prepare briefing notes; Co ordinate the performance agreements/assessments and financial disclosures with regard to SMS in the relevant branch. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Of the Chief Director Establish, implement and maintain effective processes/procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Ms. Jacky Manyape Tel No: (011) 355 0505

POST 05/187 : DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES: REF NO: TW2020/01/05
Sub- Directorate: Transversal Human Resource Services

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Tshwane West District
**REQUIREMENTS**: An appropriate recognized three-year National Diploma/Degree in Human Resource Management or related three-year qualification. At least a minimum of five years’ experience in human resources administration including HRM environment of which three years must be at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver’s license is required.

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

**ENQUIRIES**: Ms Pnicilla Ravele, Tel No: (012) 725 1451

**POST 05/188**: SENIOR LEGAL OFFICER (MR6) REF NO: HO2020/01/01
Chief Directorate: Legal Services and Dispute Management

**REQUIREMENTS**: An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. The ability to work independently, long hours and under pressure. A valid South African Driver’s License is essential. Skills: Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.

**DUTIES**: Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Coordinate and support the Deputy Information officer in responding to Promotion of Access to Information Act requests. Compiling and submitting section 14 manual to the SHRC, Compiling and submitting section 15 notice to the Minister of Justice and Constitutional Development, developing description of categories of records that are automatically available, Compiling and submitting section 32 reports annually to SAHRC. Coordinate and respond to requests from Chapter nine institutions. Case management: coordination and management of the implementation of decisions. Manage and
coordinate the collection of data and information to facilitate Deputy Information Officer's support. Coordinate write and analyses reports. Attend to drafting of Provincial Laws, regulations. Monitor reviews of the law. Communicate with relevant stakeholders on matters relating to education. Policy development and analysis and general support services to the Chief Directorate.

ENQUIRIES:
Adv N Mashigo Tel No: (011) 355 0505

POST 05/189:
PHYSICAL PLANNER REF NO: HO2020/01/06
Directorate: Infrastructure Planning and Property Management

SALARY:
R376 596 per annum

CENTRE:
Head Office, Johannesburg

REQUIREMENTS:
An appropriate recognized three-year National Diploma/ Degree. Minimum three years’ experience in an infrastructure environment. Qualification in Teaching will be added an advantage Knowledge and understanding of the South African Schools Act and regulations, spatial Planning systems and norms of government, PFMA, Treasury Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety act of 1993, Public Service Act and Regulations, National Archives and Records Service Act. Skills: Ability to implement the Provincial Infrastructure Delivery Management System. Ability to manage data received from NEIMS, GIS and related Facilities Management systems, ability to Apply the education priorities in terms of the physical resources planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders. Valid driver’s license

DUTIES:
Provide physical resources planning inputs to the User Asset Management Plan and budget. Conduct needs assessments to determine the need for new and additional school infrastructure. Conduct assessments of schools' infrastructure to update the National Education Infrastructure Management System (NEIMS) from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.

ENQUIRIES:
Mr. T. du Plessis Tel No: (011) 355 0125

POST 05/190:
ASSISTANT DIRECTOR: REF NO: HO2020/01/07
Directorate: Special Investigation

SALARY:
R376 596. per annum

CENTRE:
Head Office

REQUIREMENTS:

DUTIES:
Packaging reports for the sub directorate and ensure that activities and projects are in line with the budget. Assists the Senior Management in tracking the documents. Expenditure patterns and with developing presentations to Senior Management meetings. Oversee the day-to-day management of the directorate with Batho Pele Principles under-pinning office systems. Manage the administration support in the directorate. Coordinate and manage the case referrals in the directorate. Monitor case reporting from internal and external Stakeholders. Utilization of Microsoft Word, Excel, Power Point & internet. Assist with the procurement of goods and services. Assist with the compilation of Office budget.

ENQUIRIES:
Ms Lerato Machaka Tel No: (011) 843 6532
<table>
<thead>
<tr>
<th>POST 05/191</th>
<th>ASSISTANT DIRECTOR: JOB DESIGN AND BUSINESS PROCESS IMPROVEMENT REF NO: HO2020/01/08</th>
<th>Directorate: Organisation Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R376 596 per annum</td>
<td></td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office</td>
<td></td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Coordinate and facilitate job analysis and evaluation for the department. Ensure identification and prioritization of posts to be evaluated. Coordinate the submission of job evaluation requests to the Office of the Premier (OOP) for evaluation of posts or group of posts. Coordinate and facilitate development of job descriptions in the department. Ensure continuous review of job description guidelines and template. Provide advocacy on the implementation of job description guidelines and template. Monitor the facilitation, compilation and implementation of job descriptions. Coordinate and facilitate business process management and functional analysis in the department. Ensure the development, implementation and review of business processes to enhance productivity. Coordinate business process improvement projects. Develop and map business process and mapping session with senior stakeholders. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Ensure the development of standard operating procedures. Coordinate and facilitate development of Service Delivery Model in the Department. Ensure the development, implementation and review of Service Delivery Model in the Department. Facilitate the development of Service Delivery Model session with relevant stakeholders. Ensure the effective, efficient and economic utilisation of allocated resources. Identify subordinate’s development needs.</td>
<td></td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr Hulisani Tshikovhi Tel No: (011) 843 6872</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 05/192</th>
<th>ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2020/01/09</th>
<th>Directorate: Enterprise Risk Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R376 596. per annum</td>
<td></td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office</td>
<td></td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate, recognized three-year National Diploma/Degree in Risk Management, Internal Auditing, Auditing, Financial Management plus minimum three-year’ experience in Risk Management and/or Internal Control. Membership of the relevant professional body will be an added advantage. The ability to communicate at all levels, both verbally and in writing, Good human relations. Ability to manage conflict situations effectively, Presentation skills, Computer literacy, Investigation skills, Project management skills, Time management, Good leadership and managerial skills, Negotiations and Research skills.</td>
<td></td>
</tr>
</tbody>
</table>
the government exposure and look at the assessment criteria. Assess the effectiveness of risk management processes in managing significant risk. Ensure that necessary action is taken to rectify any significant failure and weakness. Ensure that the result obtained from review process indicates extensive monitoring required establishing areas for improvement. Ensure that risk management culture is inculcated and the appropriate infrastructure built within the department and municipalities. Liaise with the external stakeholders on broader effective risk management strategies. I.e. National and Provincial Treasury. Facilitate review and implementation of Business Continuity plans. Facilitate identification of Fraud Risks. Follow up on implementation of mitigating measures to prevent fraud and corruption. Create awareness for fraud and corruption. Liaise with treasury on measures implemented to prevent fraud and corruption.

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

POST 05/193 : ASSISTANT DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: HO2020/01/10
Directorate: Early Childhood Development

SALARY : R376 596. per annum
CENTRE : Head Office

DUTIES : Implement Pre-Grade R strategies to ensure Quality Early Childhood Development (ECD) Educational Programmes. Develop strategies to improve access to Early Childhood Development programmes. Facilitate effective and efficient provision of Early Childhood Development Educational Programmes. Mediation of ECD related policies, strategies and compliance. Co-ordinate and facilitate integration of cross Departmental Early Childhood Development (ECD) Services. Liaise and co-ordinate with other stakeholders on the implementation of ECD policies and provincial strategies to improve quality of ECD programmes. Develop a database of Accredited ECD providers and ECD practitioners. Coordinate ECD stakeholder’s forum meetings. Facilitate ECD awareness days in collaboration with other departments. Assist in facilitating the registration of Early Childhood Development (ECD) programmes. Ensure capacity building programmes for ECD centre based and non-centre based, communities and parents. Facilitate provisioning of learning through play and incorporating use of toy libraries, workshops for practitioners and parents. Mediate information and knowledge sharing through ECD trainer’s engagement platform. Mediate latest developments regarding ECD training and qualifications to ensure ECD innovations. Facilitate the development of recognition of prior learning programme. Facilitate and monitor incorporation of Reggio Emilia Approach to Ensuring proper management and implementation of the program. Develop management plan for training, support, mentoring and documentation of incorporation of Reggio Emilia Approach. Facilitate the setting of benchmarks against which to measure achievement of project. Develop an engagement model that allows the districts and institutions to interact with programmes in an integrated manner. Assist with facilitation of parental involvement in the education of their children through participation in parent’s information sharing sessions. Support the development of skills, and integrated Resource kit and basic resource kits. Ensure the effective, efficient and economic utilization of
allocated resources. Identify areas of developmental needs to improve team performance. Compile and submit work plan, performance development plan, and job description and performance agreements. Manage and identify poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices.

ENQUIRIES: Ms Phumelele Tloubatla Tel No: (011) 843 6532

POST 05/194: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: SE2020/01/11
Sub Directorate: Transversal Human Resource Services

SALARY: R376 596 per annum
CENTRE: Sedibeng East District

DUTIES: Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and/District Offices. Receive and verify GDE79/HR1/GDE 01/Z83. Capture and submit GDE 79/HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on Persal. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.

ENQUIRIES: Mr S Mareletse Tel No: (016) 440 1718
<table>
<thead>
<tr>
<th>POST 05/195</th>
<th>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: JE2020/01/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R376 596 per annum</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Johannesburg East District</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate three-year National Diploma/Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Elizabeth Moloko Tel No: (011) 666 9109</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 05/196</th>
<th>SENIOR LEGAL OFFICER (MR5) REF NO: HO2020/01/02</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R373 389 – R912 504 per annum (salary to be determined in accordance with experience as per OSD determination).</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office, Johannesburg</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. The ability to work independently, long hours and under pressure. A valid South African Driver’s License is essential. Skills: Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Co-ordinate Chapter 9 Institutions queries and ensure that their responses are done within a timeframe, Facilitate and Co-ordinate Chapter 9 reports within Districts, Schools, Analyse reports from Districts, schools on Chapter 9 Queries. Compiling and submitting section 32 reports annually to SAHRC. Coordinate and respond to requests from Chapter nine institutions. Case management: coordination and management of the implementation of decisions. Manage and coordinate the collection of data and information. Coordinate write and analyses reports. Attend to drafting of Provincial Laws, regulations. Monitor reviews of the law. Communicate with relevant stakeholders on matters relating to education. Policy development and analysis and general support services to the Chief Directorate.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. Mpho Maloka Tel No: (011) 355 0505</td>
</tr>
</tbody>
</table>
POST 05/197 : SENIOR ADMINISTRATION OFFICER: REF NO: HO2020/01/14
Directorate: Early Childhood Development

SALARY : R316 791 per annum
CENTRE : Head Office

DUTIES : Provide administrative support to the sub-directorate. Prepare operational and procurements plans for the sub-directorate. Arrange stakeholder meetings for the sub-directorate as requested. Organise Pre-Grade programme awareness days in collaboration with other stakeholders. Maintain and update an integrated Pre-Grade programme stakeholder's database. Provide a secretarial service to the sub-directorate. Assist in compiling correspondences, reports, presentations and other written material for the sub-directorate. Arrange and manage appointments, meetings, official visits and other events. Provide an effective records management services to the sub-directorate. Update and maintain records of all files and documents. Ensure that the sub-directorate adheres to the records management policy and procedure manual. Compile and keep track of leave register. Provide effective communication to all ECD stakeholders in line with protocol requirements. Provide policies, procedures and business processes to all stakeholders. Establish and maintain work streams/task teams on various tasks as directed.

ENQUIRIES : Ms Phumelele Tloubatla Tel No: (011) 843 6532

POST 05/198 : SENIOR ADMIN OFFICER: BURSARY UNIT REF NO: HO2020/01/15
Directorate: Talent Management and Innovation

SALARY : R316 791. per annum
CENTRE : Head Office, GCRA
REQUIREMENTS : An appropriate three- year National Diploma/Degree in Public Management/Business Management/Administration with 2-3 years working experience in administration. Previous supervisory, financial administration and reporting experience will be an added advantage. Good personal and communications skills. Computer skills (Ms Word, Excel, PowerPoint and Outlook). Knowledge and experience of application of financial legislation SCOA, PFMA and Treasury Regulations. Higher Education Institutions Prescripts will be an added advantage. Ability to work in a team, independently and work beyond normal working hours. Ability to work under sustained pressure and deliver satisfactory results. Proactive, flexible and pay attention to detail. Ability to maintain high levels of confidentiality and interact with people at various levels. Valid Driver's license will be an added advantage.

DUTIES : Bursary administration and management support to a portfolio of higher and/or further education institutions in line with the bursary policy and other prescripts. Ensure that learners/students applications of bursaries are thoroughly processed, and bursars are supported throughout whilst beneficiaries of the bursary. Ensure timely and correct processing of payment of fees to the institutions of the bursars in an allocated portfolio and that invoices are processed and paid within 30 days. Attend to the queries of the bursars and provide the necessary support. Work with confidential documents and ensure safe keeping thereof. Assist with filing (manually and electronically), typing, photocopying scanning etc. Ensure that the bursars
documents are properly filed and updated frequently. Liaise with internal and external stakeholders, in particular tertiary institutions. Assist with collation of information in the allocated portfolio for reporting purposes. Prepare bursary monthly reports and reconciliation. Ensure effectiveness of internal control systems and make recommendation on the best possible interventions. Ensure prompt response to audit queries. And any other related duties assigned by the supervisor.

**ENQUIRIES**: Ms Lebogang Matlala Tel No: (011) 355 1137

**POST 05/199**: **SENIOR ADMIN OFFICER: CERTIFICATION REF NO: HO2020/01/16**
Directorate: System Administration

**SALARY**: R316 791 per annum
**CENTRE**: Head Office
**REQUIREMENTS**: An appropriate three-year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration/office support. Knowledge of the National Senior Certificate (NSC) and the Senior Certificate amended qualification requirements are a pre-requisite. Knowledge of policies/regulations relating to certification processes. Computer literacy in the mainframe and server based system are essential. Good Communication skills. Telephone etiquette. Ability to work well under pressure. A valid driver's license is essential.

**DUTIES**: Provide effective administrative support to the Business Unit. Provide helpdesk support regarding the combination of results and duplicate certificates. Provide administration support on all processes relating to certification and assist in processing verifications. Provides Support to the District Offices in relation with certification functions. Track all results' queries. Provide secretariat services to the Business Unit's meetings. Liaise with all Education Departments, SITA, DBE and Umalusi on all matters relating to certification. Provide effective records management services to the Business Unit. Supervise staff in Certification Sub-Directorate.

**ENQUIRIES**: Ms. Rene Vermaak Tel No: (010) 601 8057

**POST 05/200**: **SENIOR ADMIN OFFICER: REGISTRY SERVICES REF NO: HO2020/01/17**
Directorate: Auxiliary Services and Fleet Management

**SALARY**: R316 791 per annum
**CENTRE**: Head Office
**REQUIREMENTS**: An appropriate three-year National Diploma/Degree in Records and Archiving Management/Public Administration/Public Management/Office Administration/Office Management plus minimum of 2 years' experience in administration environment. Knowledge of Office equipment's Administrative procedure relating to files. Registry norms, standards and procedures. Planning and Organizing. Organizational policies skills. Communication skills (written & verbal), organizational and interpersonal. Interpersonal relations, problem solving skills, report writing. Presentation and Facilitating skills. Project Management skills. Report writing skills and computer literacy and ability to work under pressure. Knowledge of PFMA, PAIA. Knowledge of Shortlisting and interview processes. procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Batho Pele principles.

**DUTIES**: Provide effective records/registry management services to the Business Unit. Monitor the opening and closing of files. Monitor policy compliance. Provide effective administrative support to the Business Unit. Provide secretariat services to the Business Unit's meetings, Provide effective records management services to the Business Unit. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Provide effective administrative support to the Business Unit. Monitor the monthly and quarterly duty rooster. Monitor the franking machine, readings
and the payments thereof. Provide effective general and logistical support to the Business Unit. Monitor requisitions. Procurement of office equipment, stationary and distribution thereof. Ensure all assets in Registry are barcoded accordingly. Ensure all assets are listed in the asset register. Communicate with Asset Directorate regarding damaged and broken assets. Monitor HR processes within the Business Unit in collaboration with the Directorate: Provide supervision to personnel in the Business Unit. Human Resource Management such as leave, payroll, training, polices, appointments. Provide secretariat services to the Business Unit’s meetings. Liaise with internal and external stakeholders. Monitoring of staff development.

**ENQUIRIES**: Mr. Victor Manngo Tel No: (011) 355 0189

**POST 05/201**: SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION (X3 POSTS)
Sub-Directorate: Education Support

**SALARY**: R316 791 per annum

**CENTRE**: Sedibeng East District Ref No: SE2020/01/21
Gauteng West District Ref No: GW2020/0122
Gauteng North District Ref No: GN2020/01/23

**REQUIREMENTS**: An appropriate three-year National Diploma/Degree in Public Administration/Public Management/Office Management/Office Administration/Administrative Management plus minimum of 2 years’ experience in providing administration/office support in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver’s license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

**DUTIES**: Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling of documents in line with file plan. Maintain database for NSNP and learner transport. Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

**ENQUIRIES**: Mr S Mareletse, Tel No: (016) 440 1718 (SE District)
Ms L Dhlamini Tel No: (011) 660 4581 (GW District)
Mr LA Phaswa. Tel No: (012) 846 3641 (GN District)

**POST 05/202**: SENIOR ADMINISTRATION OFFICER: REF NO: GW2020/01/24
Sub-Directorate: Finance Administration & Auxiliary Service Pool

**SALARY**: R316 791 per annum

**CENTRE**: Gauteng West District

and external-Daily. Applicant must be in the possession of a South African valid driver’s license.

**DUTIES**: Bar-coding of newly acquired District Assets. Recording of Assets on the asset register. Allocate assets to District members. Complete data invoices and forward to Head Office for updating on asset register. Monitor movement of assets by completing transfer forms. Administer requisitions for school furniture. Do stocktaking at school when requested. Ensure completion and submission of burglary forms. Safekeeping of district audio-visual equipment. Keep record of all equipment borrowed from the safe. Contracting and evaluating, unit members. Develop programs for underperforming unit staff all administrative unit head functions.

**ENQUIRIES**: Ms L Dhlamini, Tel No: (011) 660 4581

**POST 05/203**: TRANSPORT OFFICER: GG VEHICLES REF NO: HO2020/01/69
Directorate: Auxiliary Services and Fleet Management

**SALARY** : R316 791 per annum

**CENTRE** : Head Office

**REQUIREMENTS**: An appropriate three-year National Diploma/Degree in Transport Management/Public Administration/Public Management plus minimum of 2 years’ experience in Fleet Management environment. Knowledge of Government Motor Transport Handbook No.1 of 2019 (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written) and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead, work in a team as well as alone. Ability to work under pressure and meet deadlines. Candidate must be in the possession of a driver’s license (manual).

**DUTIES**: Supervise and render g-FleeT administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet, eliminate and reduce fruitless expenditure. Supervise the issuing of g-FleeT Vehicles in GDE. Validate the g-FleeT vehicle asset register. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Ensure that requests and approvals of g-FleeT vehicles are in accordance with procedures as stipulated in the Transport Policy Circular No. 4 of 2000. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicle accident, Damaged, stolen and loss of vehicle within the GDE. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicle are inducted on vehicle policies. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Supervise Staff. Identify and manage poor performance. Guide, train and advice on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies. Prepare submissions, letters and internal memorandums.

**ENQUIRIES**: Ms. Monica SampsonTel No: (011) 355 1205

**POST 05/204**: PERSONAL ASSISTANT (5 POSTS)

**SALARY** : R257 508 per annum

**CENTRE** : Head Office
Directorate: HRTS (Ekudubeng Region) Ref No: HO2020/01/25
Directorate: HRTS (Head Office): Ref No: HO2020/01/26
Directorate: HRTS (Tshwane Region): Ref No: HO2020/01/27
Directorate: HRTS (JHB Region): Ref No: HO2020/01/28
REQUIREMENTS : Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

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

POST 05/205 : CHIEF ADMIN CLERK: SCHOOL NUTRITION REF NO: HO2020/01/30
Directorate: School Nutrition

SALARY : R257 508 per annum

CENTRE : Head Office

REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure. Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure; Ability to work independently and meet deadlines. A valid driver’s licence.

DUTIES : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and Maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff. Assist manager in compiling weekly and monthly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Liaise with service providers regarding on an ongoing basis.

ENQUIRIES : Mr Tshepo Leshoro Tel No: (010) 600 6110

POST 05/206 : CHIEF ADMIN CLERK (X3 POSTS)
Sub Directorate: Finance & Administration

SALARY : R257 508. per annum

CENTRE : Gauteng East Ref No: GE2020/01/31 (X2 Posts)
Sedibeng West District, Ref No: SW2020/01/32  
Ekurhuleni North District Ref No: EN2020/01/33

**REQUIREMENTS**

- Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

**DUTIES**

- Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning. Monitoring adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Co-ordinate and report all office maintenance issues.

**ENQUIRIES**

- Mr Mpho Leotlela Tel No: (011) 736-0716  
  Ms B Mlotshwa (SW) Tel No: 016 594 9207  
  Ms E Mochela Tel No: (011) 746 8190

**POST 05/207**

- **CHIEF ACCOUNTING CLERK: REF NO: TS2020/01/34**
  Sub Directorate: Finance and Procurement

**SALARY**

- R257 508 per annum

**CENTRE**

- Tshwane South District

**REQUIREMENTS**

- Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver’s license.

**DUTIES**

- Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

**ENQUIRIES**

- Mr Thabiso Mphosi, Tel No: (012) 401 6363

**POST 05/208**

- **SENIOR LIBRARIAN (X2 POSTS)**
  Sub-Directorate: Learning and Teaching Support Material

**SALARY**

- R257 508 per annum

**CENTRE**

- Sedibeng West District, Ref No: SW2020/01/36  
  Tshwane South District. Ref No: TS2020/01/37

**REQUIREMENTS**

- A Bachelor’s degree or National Diploma in Library and Information Science and 3 years’ experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written
communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.

**DUTIES**


**ENQUIRIES**

SW District Ms B Mlotswa, Tel No: (016) 594 9207
TS District Mr Thabiso Maphosi Tel No: (012) 401 6363

**POST 05/209**

**CHIEF REGISTRY CLERK (2 POSTS)**

Sub Directorate: Auxiliary Services
Section: Office Service Pool

**SALARY**

R257 508 per annum

**CENTRE**

Sedibeng West District Ref No: SW2020/01/38
Gauteng North District Ref No: GN2020/01/39

**REQUIREMENTS**

Grade 12 with minimum of 3 years relevant registry support experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver’s license is an added advantage.

**DUTIES**

Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

**ENQUIRIES**

Ms B Mlotshwa Tel No: (016) 594 9207 (SW District)
Mr LA Phaswana Tel No: (012) 846 3641 (GN District)

**POST 05/210**

**CHIEF ADMIN CLERK REF NO: SW2020/01/40 (2 POSTS)**

Sub Directorate: Auxiliary Services
Section: Office Service Pool

**SALARY**

R257 508 per annum

**CENTRE**

Sedibeng West District

**REQUIREMENTS**

Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

**DUTIES**

Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to
the support staff. Monitor cleaning. Monitoring adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Co-ordinate and report all office maintenance issues.

ENQUIRIES : Ms B Mlotshwa (SW) Tel No: (016) 594 9207

POST 05/211 : CHIEF ADMIN CLERK: REF NO: JS2020/01/42
Sub Directorate: Curriculum Management & Delivery

SALARY : R257 508. per annum
CENTRE : Johannesburg South District
REQUIREMENTS : Grade 12 with minimum of 3 years’ relevant experience. A relevant post Matric qualification in secretarial studies/office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES : Mr Patrick Sesane Tel No: (011) 247 5944

POST 05/212 : RECEPTIONISTS (2 POSTS)

SALARY : R145 281 per annum
CENTRE : Head Office
Directorate: Inclusion and Special Schools Ref No: HO2020/01/61
Directorate: Contact Centre Ref No: HO2020/01/62

REQUIREMENTS : Matric/Grade 12. Knowledge of Office administration, Planning and Organising, Knowledge of communication systems. Communication skills (written & verbal), organisational and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.

DUTIES : Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channelled to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filling and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report mal functions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office. In line with relevant legislation and policies. Participate in the collation and compilation of reports e.g progress reports,
monthly report, etc. Respond to enquiries received from internal and external stakeholders.

ENQUIRIES
Ms. Semakaleng Mabotja Tel No: (011)355 1032 (Directorate: Contact Centre)
Ms. Quan April, Tel No: (060) 997 2818 (Directorate: Inclusion and Special Schools)

POST 05/213
RECEPTIONIST REF NO: TS2020/01/63
Sub Directorate: Finance and Administration:
Section: Office Service Pool

SALARY
R145 281 per annum

CENTRE
Tshwane South District

REQUIREMENTS
Matric/Grade 12. Knowledge of Office administration, Planning and Organising, Knowledge of communication systems. Communication skills (written & verbal), organisational and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.

DUTIES
Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channelled to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filling and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report malfunctions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office In line with relevant legislation and policies. Participate in the collation and compilation of reports e.g progress reports, monthly report, etc. Respond to enquiries received from internal and external stakeholders.

ENQUIRIES
Mr Thabiso Mphosi, Tel No: (012) 401 6363

POST 05/214
DRIVER/MESSENGER (X 2 POSTS)
Sub-Directorate: Finance and Administration
Section: Office Service Pool

SALARY
R145 281 per annum

CENTRE
Ekurhuleni North District Ref No: EN2020/01/64
Gauteng North District Ref No: GN2020/01/65

REQUIREMENTS
ABET/Grade 10. A minimum of 7 months relevant experience in driving light cars. Knowledge and understanding of Batho Pele principles and the procedures to operate motor vehicles. Excellent verbal and written communication skills. Good inter-personal relations skills, driving skills. Valid Driver’s license is required. PDP served as added advantage. Ability to work independently and under pressure.

DUTIES
Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Ensure trip/travel authorization for the vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and deliver correspondence at Head Office,
District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents).

ENQUIRIES : Ms. E Mochela, Tel No: (011) 746 9190 (EN District)
Mr LA Phaswana, Tel No: (012) 848 3641 (GN District)

POST 05/215 : GENERAL ASSISTANT REF NO: GN2020/01/67 (2 POSTS)
Sub-Directorate: Examination Management

SALARY : R102 534 per annum
CENTRE : Gauteng North District
REQUIREMENTS : A minimum of Grade 10 or ABET level 4. Knowledge of public service regulations, policies and cleaning procedures. Ability to perform routine tasks. Ability to work under pressure, independently and in a team. Good communication skills.

DUTIES : Provide general assistant work to the unit. Assist with moving of files/documents. Load and offload furniture, equipment and other goods to the relevant destination. Clean relevant workstation. Clean government vehicles. Assist with the stock taking and maintenance. Sort redundant, obsolete and unserviceable furniture. Assist with the execution of functions attached to the post. Record all outgoing and incoming correspondence and ensure Business Unit’s sign up on receipt of documents.

ENQUIRIES : Mr LA Phaswana, Tel No: (012) 846 3641 (GN District)

POST 05/216 : MACHINE OPERATOR REF NO: SW2020/01/68
Sub-Directorate: Auxiliary Services
Section: Office Service Pool

SALARY : R102 534 per annum
CENTRE : Sedibeng West District
REQUIREMENTS : ABET/Grade 8. Relevant experience will be an added advantage. Knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good interpersonal relations skill. Computer literacy. Labour Serving Devices competence is highly recommended. Ability to operate office/photocopying machines. Basic trouble shooting of the electronic machines or equipment.

DUTIES : Operate the photocopier machine. Provide counter services. Perform minor maintenance on the photocopier machine. Report any malfunctioning of photocopier machines. Arrange for the servicing of and repair to the machines. Bind, laminate and scan the documents. Make requisition for photocopying materials. Arrange the re-ordering of copy papers, staples and toners. Update the index. Provide the management with reports on the usage of machines that will be used on transversal basis. Print all documents for staff in GDE.

ENQUIRIES : Ms B Mlotshwa Tel No: (016) 594 9207

GAUTENG 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 : 21 February 2020
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 05/217** : ASSISTANT DIRECTOR: DEVELOPER REFS/005000
Directorate: Applications Development

**SALARY** : R470 040. per annum (plus benefits) (Level 10)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric Certificate plus a minimum of National Diploma in Information Technology. A minimum 2 to 3 years of experience in system development and support. Experience in Azure development will be an added advantage.

**DUTIES** : Application Development, implementation, testing, maintenance, administration and supporting of various applications. Gathering and documenting customer requirements. Provide first line support for users regarding application queries and general issues. Develop and apply modifications/enhancements to existing applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports. Conduct workflow, process diagram and gap analysis to derive requirements for existing application enhancements. Develop standards to ensure data quality, reliability and integrity across various database systems. Plan and Implement Database Designs for applications. Create and maintain databases for a variety of customers.

**ENQUIRIES** : Ms. Portia Makotwane, Tel No: (011) 689 8898

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 Operational Manager Nursing Speciality: Child and Family Unit Child Psychiatry (Charlotte Maxeke Johannesburg Academic Hospital) with Ref No: OMSCP/15/CMJAH/2019 advertised in Public Service Vacancy Circular 3 of 2020 dated 17 January 2020, the requirements of the post has been amended as follows Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Child Psychiatry Nursing or Advanced Psychiatry Nursing. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric. Applicants who already applied need not to apply, the closing date has been extended to the 14 February 2020.

OTHER POSTS
POST 05/218  :  CLINICAL MANAGER GRADE 1 REF NO: CLINMAN/SRH/01/20
   Directorate: Medical

   SALARY  :  R1 173 900 - R1 302 849 per annum (All inclusive package)
   CENTRE  :  South Rand Hospital
   REQUIREMENTS  :  An appropriate qualification that allows for registration with HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical practitioner and proof of current registration. A minimum of 6 years appropriate experience as a medical officer after registration with the HPCSA as medical practitioner. Experience at a supervisory level will be an added advantage.

   DUTIES  :  Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Establish systems for intradepartmental functions in keeping with hospital policies and communicate it to staff. Training and development of staff in relevant sections. Performance management and supervision. Ensure compliance with Nation Core Standards/Promulgated Norms and Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilize all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duties as delegated by the Chief Executive Officer as per need of the institution.

   ENQUIRIES  :  Dr MN Maleka Tel No: (011) 681 2002
   APPLICANT  :  direct the applications to Chief Executive Officer: 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.

   NOTE  :  Applicant must quote the relevant reference number and Attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidate’s only. 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  :  21 February 2020

POST 05/219  :  MEDICAL SPECIALIST: INTERNAL MEDICINE REF NO: INT-MED-01-TMRH (X1 POST)
   Directorate: Medical

   SALARY  :  Grade 1: R1 106 040 per annum (All Inclusive Packages)
               Grade 2: R1 264 623 per annum (All Inclusive Packages)
               Grade 3: R1 467 651 per annum (All Inclusive Packages)
   CENTRE  :  Thelle Mogoerane Regional Hospital
   REQUIREMENTS  :  Grade 1: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine. Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCP (SA). A recognized diploma or sub-speciality in a branch of Internal Medicine will be an added advantage. No experience after registration with the HPCSA as Medical Specialist in Internal Medicine. Grade 2: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCP (SA). A recognized diploma or sub-speciality in a branch of Internal Medicine will be an added advantage. Appropriate 5 years ‘experience after registration with the HPCSA as Medical Specialist in Internal Medicine. Grade 3: Appropriate qualification that allows registration with the Health Professions Council of South Africa
(HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCP (SA). A recognized diploma or sub-specialty in a branch of Internal Medicine will be an added advantage. Appropriated 10 experience after registration with the HPCSA as Medical Specialist in Internal Medicine.

**DUTIES:**
Assist with the Clinical leadership of Thelle Mogoerane Regional Hospital Internal Medicine Unit or Department Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Internal Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit’s operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

**ENQUIRIES:**
Dr. L. Kunene Tel No: (010) 345 0268

**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, 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. 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 6 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, 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:**
21 February 2020

**POST 05/220:**
MEDICAL SPECIALIST: EMERGENCY MEDICINE REF NO: MS-EM-01-TMRH (X1 POST)
Directorate: Medical

**SALARY:**
Grade 1: R1 106 040 per annum (All Inclusive Packages)
Grade 2: R1 264 623 per annum (All Inclusive Packages)
Grade 3: R1 467 651 per annum (All Inclusive Packages)
CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS:
- **Grade 1**: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in Emergency Medicine: Master of Medicine in Emergency Medicine (M.MED Family Medicine) and/or Fellowship of the College of Emergency Physicians of South Africa - FCEP (SA). Proof of current registration with HPCSA. No experience required after registration with the HPCSA as Medical Specialist in Emergency Medicine.
- **Grade 2**: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Emergency Medicine: Master of Medicine in Emergency Medicine (M.MED Family Medicine) and/or Fellowship of the College of Emergency Physicians of South Africa - FCEP (SA). Proof of current registration with HPCSA. 5 years’ experience required after registration with the HPCSA as Medical Specialist in Emergency Medicine.
- **Grade 3**: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Emergency Medicine: Master of Medicine in Emergency Medicine (M.MED Family Medicine) and/or Fellowship of the College of Emergency Physicians of South Africa - FCEP (SA). Proof of current registration with HPCSA. 10 years’ experience required after registration with the HPCSA as Medical Specialist in Emergency Medicine.

DUTIES:
- Clinical leadership of Thelle Mogoerane Regional Hospital Emergency Medicine Unit or Department. Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Emergency Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Emergency Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit’s operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

ENQUIRIES:
Dr. E.C Chukwuma 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.

NOTE:
The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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 6 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, 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 : 21 February 2020

POST 05/221 : MEDICAL SPECIALIST: FAMILY MEDICINE REF NO: MS-FM-01-TMRH (X1 POST)
Directorate: Medical

SALARY : Grade 1: R1 106 040 per annum (All Inclusive Packages)
Grade 2: R1 264 623 per annum (All Inclusive Packages)
Grade 3: R1 467 651 per annum (All Inclusive Packages)

CENTRE REQUIREMENTS : Thelle Mogoerane Regional Hospital

GRADE 1: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Family Medicine: Master of Medicine in Family Medicine (M.MED Family Medicine) and/or Fellowship of the College of Family Physicians of South Africa - FCP (SA). No experience required after registration with the HPCSA as Medical Specialist in Family Medicine. Grade 2: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Family Medicine: Master of Medicine in Family Medicine (M.MED Family Medicine) and/or Fellowship of the College of Family Physicians of South Africa - FCP (SA). Appropriate 5 years' experience required after registration with the HPCSA as Medical Specialist in Family Medicine. Grade 3: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Family Medicine: Master of Medicine in Family Medicine (M.MED Family Medicine) and/or Fellowship of the College of Family Physicians of South Africa - FCP (SA). Appropriate 10 years' experience required after registration with the HPCSA as Medical Specialist in Family Medicine.

DUTIES: Clinical leadership of Thelle Mogoerane Regional Hospital Family Medicine Unit or Department. Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Family Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Family Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit’s operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

ENQUIRIES : Dr. L. Kunene Tel No: (010) 345 0268
APPLICATONS: 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.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost.
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 6 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, 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 : 21 February 2020

POST 05/222 : MEDICAL SPECIALIST: GENERAL SURGERY REF NO: MS-GS-01-TMRH (X1 POST)
Directorate: Medical

SALARY : Grade 1: R1 106 040 per annum (All Inclusive Packages)
Grade 2: R1 264 623 per annum (All Inclusive Packages)
Grade 3: R1 467 651 per annum (All Inclusive Packages)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 1: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in general surgery: Master of Medicine in General Surgery (M.MED General Surgery) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognised diploma or subspecialty in a branch of General Surgery of South Africa will be an added advantage. Proof of current registration with HPCSA as Medical Specialist in General Surgery. No experience after registration with the HPCSA as Medical Specialist in General Surgery.

Grade 2: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in general surgery: Master of Medicine in General Surgery (M.MED General Surgery) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognised diploma or subspecialty in a branch of General Surgery of South Africa will be an added advantage. Proof of current registration with HPCSA as Medical Specialist in General Surgery. 5 years’ experience after registration with the HPCSA as Medical Specialist in General Surgery.

Grade 3: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in general surgery: Master of Medicine in General Surgery (M.MED General Surgery) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognised diploma or subspecialty in a branch of General Surgery of South Africa will be an added advantage. Proof of current registration with HPCSA as Medical Specialist in General Surgery. 10 years’ experience after registration with the HPCSA as Medical Specialist in General Surgery.

DUTIES : Assist with the Clinical leadership of Thelle Mogoerane Regional Hospital General Surgery Unit or Department Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in General Surgery unit Responsible for training and guidance of medical officers, medical 54 interns, community service doctors, undergraduate and postgraduate students and other health professionals Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the General Surgery unit Ensure accurate and appropriate medical records are maintained in accordance with legal and
ethical requirement Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participant in developing unit operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in operative general surgery, perform clinical work and take part in commuted overtime. Should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also, should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

ENQUIRIES: Dr. E.C Chukwuma 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.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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 6 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, 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: 21 February 2020

POST 05/223: REGISTRAR
Directorate: Periodontics and Oral Medicine

SALARY: R821 205 – R858 711 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: BChD or equivalent qualification. Minimum of two-year post-community service experience. Registration with the HPCSA as a dentist in the Independent Practice category. Having passed the primary subjects in Anatomy, Physiology and General Pathology will be an added advantage. Demonstrable interest in the discipline.

DUTIES: In addition to fulfilling the requirements of the MChD degree training program in Periodontics and Oral Medicine, the registrar has to contribute to the teaching and training of undergraduate dental students, departmental continuous education activities/courses for general dentists, research, administrative and management activities as required/necessary.

ENQUIRIES: Prof. RAG Khammissa, Tel. No: (012) 319 2651/2328
APPLICATIONS: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. 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: 28 February 2020

POST 05/224: DENTIST GRADE 1/2/3 (GENERAL DENTAL PRACTICE) REF: DENTGDP10/20

Directorate: General Dental Practice

SALARY: R797 109 – R1 089 693 per annum, excluding commuted

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Registration with HPCSA as Dentist in category independent practice. Minimum of five years’ appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.

DUTIES: Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.

ENQUIRIES: Dr DF Kotsane: Tel No: (011) 488 4875

APPLICATIONS: must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

NOTE: Z83 applications and attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

CLOSING DATE: 21 February 2020

POST 05/225: HOD: CLINICAL REF NO: HODCNL/01/2020 (01 POST)

Re – advertisement: Applicants who are previously applied for this post are encouraged to reapply.

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 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 14 years’ appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 4 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.
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:
Mrs. J. Gassiep Tel No: (011) 247 3303/3300

APPLICATIONS:
All 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:
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 process (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 (OHNPs). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE: 21 February 2020

POST 05/226:
ASSISTANT MANAGER (QUALITY ASSURANCE) REF NO: QUALMAN/SRH/02/20
Directorate: Quality Assurance

SALARY:
R562 800 per annum (plus benefits)

CENTRE:
South Rand Hospital

REQUIREMENTS:
Basic qualification accredited with SANC in terms of Government Notice R425 diploma/degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 8 years appropriate experience after registration with SANC as a Professional Nurse. At least 3 years of the period referred to above must be appropriate recognized experience at management level. A valid driver’s licence. Competencies, strong interpersonal relations. Excellent verbal and written communication. Ability to collect and analyses data, conflict and performance management. Project management and financial management skills. Computer skills in basic programs. Personal responsiveness, pro-active, professionalism, accuracy, flexibility, initiative, and cooperative.
**DUTIES**

Manage the clinical audits system. Ensure the effectiveness and sustainable implementation and management of the national quality assurance policies and procedures. Develop and co-ordinate the appointment and the activities of Quality Assurance Committee. Analyse the M&M report for the hospital and make recommendations to the CEO. Collate data for monthly and quarterly reporting. Conduct Quality Assurance risk management process. Coordinate the reporting and investigation of patient’s safety incident in the hospital. Ensure compliance to national and provincial Clinical Guidelines including the 6 key Ministerial quality priorities, facilitate & train the employees in implementing regulated norms and standards, hospital ideal framework and ensure that all employees are following the required set standards, manage the program of Customer Care in the hospital by putting in place the system for complaints management, capture complaints on ideal Clinic system and conduct clients satisfaction survey and provide information to the service users, marketing the services to the communities. Be part of the institutional and provincial Quality Assurance forums.

**ENQUIRIES**

Dr MN Maleka Tel No: (011) 681 2002

**APPLICANT**

Applicant must quote the relevant reference number and direct the applications to Chief Executive Officer: 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**

21 February 2020

**POST 05/227**

OPERATIONAL MANAGER NURSING SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY REF NO: CHBAH 288 (PN-B1) (1 POST)

Directorate: Human Resource Management: EWP

**SALARY**

R562 800 per annum (Plus benefits)

**CENTRE**

Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

A Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent NQF 6 certificate in Occupational Health Nursing Science that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of two (2) years appropriate/recognizable experience in occupational health nursing. Competencies/Knowledge/Skills: leadership, Unit management/ Administration, Planning, Organizing, Co-Ordination and Communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Must have good time management, computer literacy, personal and professional organisational skills. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

Supervise and evaluate quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional /legal framework. Designs medical surveillance programmes based on health risk assessment outcomes. Ensure a programme of health surveillance is done to determine workplace stressors and the impact on employees. Works collaboratively with other professional as a leader and member of the occupational health tea. Assist the facility to meet objectives and targets in the operational plan. Ensure accurate recording and reporting of statistics all occupational related incidences. Participate in Hazard Risk Assessment Identification. Ensure there are procures for incident investigation and reporting. Ensure medical management of all injuries of duty. Continuously liase with stakeholders to ensure efficient occupational health care for all medical emergencies and specialist referrals to optimise health restoration. Manage resources.
effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Advocates for the awareness of employees in terms of workplace hazards an or occupational stressors. Be active in research and self-development. Participate in Disaster Management planning, implementation and evaluation. Ensure compliance. Participate in decision making regarding operational and capital resources needed for the cost effectiveness of occupation and service delivery practices.

ENQUIRIES
APPLIED FOR: Mr V Adoons Tel No: (011) 933 9256

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.

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

CLOSING DATE: 21 February 2020

POST 05/228: OPERATIONAL MANAGER SPECIALITY: (PN-B3) PSYCHIATRIC REF NO: BGH 2020/ FEB/01
Directorate: Nursing

SALARY: R562 800 per annum (plus benefits)

CENTRE: Bertha Gxowa Hospital

REQUIREMENTS: Speciality Stream: Basic qualification accredited with the SANC in terms of government notice R425 – Diploma/ Degree in Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. Post basic qualification in Advanced Psychiatry Nursing Science which is one year and accredited with SANC. Current registration receipt with SANC. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry after obtaining one (1)-year post-basic qualification. Post basic qualification in Psychiatry Nursing. At least 1 – 2 years’ Supervisory experience in a Psychiatric Unit. Competence: Operational Management, co-ordination, networking liaison skills. Good communication, interpersonal relations, problem solving, conflict management skills. Sound knowledge of disciplinary processes and grievance procedures. Planning and organizing report writing skills. People management and financial management skills. Change management. Knowledge of Ideal Hospital Framework & Gazette Norms and Standards, Occupation Health and Safety, Infection Prevention
& Control, Waste Management and Risk Management and Mental Health Care Act and Team Building Supervisory Skills. Critical decision-making skills and exposure as a unit manager. Leadership, Management, Basic Computer Literacy. Shift work mandatory.

**DUTIES:**

- Key Performances Areas: Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialised Psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensure provision of optimal, holistic, specialised care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participate in training and research with a view to increase body of knowledge in a specialised psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholder’s i.e. inter-professional and multi-disciplinary team work. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage effectively the utilization and supervision of human, financial, physical and material resources and services manage the disciplinary and grievance matters including monitoring and managing from absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Ensure performance reviews for all staff in the unit i.e. PMDS. Participate in health promotion and illness prevention initiatives within the Institution. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty. Supplementation of Nursing Management Service coverage.

**ENQUIRIES:** Mrs. P.Z.N. Mofokeng, Tel No: (011)278 7640

**APPLICATIONS:** Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

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

**CLOSING DATE:** 28th February 2020

**POST 05/229:** LECTURE PND 2 PROFESSIONAL NURSE: QUALITY ASSURANCE  
**REF NO:** QAO/01/2020  
**Directorate:** Nursing education and Training

**SALARY:** R471 333 - R614 991 per annum (plus benefits)

**CENTRE:** Rahima Moosa Campus

**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. Experience as a Quality Assurance Officer would be an advantage. 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. 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.

ENQUIRIES: Mrs. J. Gassiep Tel No: (011) 247-3300/03
APPLICATIONS: All 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.

CLOSING DATE: 21 February 2020

POST 05/230: OPERATIONAL MANAGER GENERAL STREAM GR.1 (DAY) REF NO: BGH 2020/FEB/02
Directorate: Nursing

SALARY: R444 276 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager. Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.


ENQUIRIES: Mrs. P.Z.N. Mofokeng, Tel No: (011)278 7640
APPLICATIONS: Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

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

CLOSING DATE: 28 February 2020

POST 05/231: LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS

PROFESSIONAL OFFICER REF NO: SAPO/01/2020 (02 POSTS)

Directorate: Nursing College

SALARY:
- PND1: R383,226 - R444,276 per annum (plus benefits)
- PND2: R 471 333 - R614 991 per annum (plus benefits)

CENTRE: Rahima Moosa Campus

REQUIREMENTS:
- PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. 
PND2 minimum of 14 years appropriate/recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife, Diploma in any SANC R.212 programme, Degree in Nursing Education and Administration. Experience as a Student Affairs Professional Officer would be an advantage. Applicable Master's degree will be an advantage. A code 8 drivers' license. Proof of computer literacy is required: Word, PowerPoint and Excel. Good computer skills required. Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance.

DUTIES: Develop and maintain relevant documents for the management of students theoretical and clinical teaching and learning according to legislative requirements. Provide quality, effective, up to date management of Student Affairs matters related to recruitment and selection of students. Manage the record keeping of all student matters pertaining to their education and training programmes. Collaborate with all stakeholders and build sound relationships within the college as well as with all stakeholders. Supervise administrative staff. Monitor and evaluate student progress. Communication with the SANC, DHET, CHE and GCON regarding all student matters. Submit relevant documents and statistics. Assist with planning and implementation of graduation. Develop and update student policies/guides, develop and coordinate block programmes and allocation of classrooms, plan of orientation programmes and implementation thereof, preparation for and management of the processes of formative and summative theoretical assessments, preparation of invigilation lists. Knowledgeable regarding current health policies and priorities as well as current issues in Nursing Education. Knowledgeable regarding content of Post Basic Regulations/Acts and recent developments in the field of student affairs. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code.

ENQUIRIES: Mrs. S. Matlala Tel No: (011) 247-3320-3300

APPLICATIONS: All 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.

CLOSING DATE : 21 February 2020

POST 05/232 : LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE REF NO: LCN/01/2020 (02 POSTS)
Directorate: Nursing College

SALARY : PND1: R383,226 - R444,276 per annum (plus benefits)
PND2: R 471 333 - R614 991 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Child Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Child Nursing Science with a track record of transferability of the post applied for. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

DUTIES : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

ENQUIRIES : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 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.

CLOSING DATE : 21 February 2020

POST 05/233 : LECTURER PND 1/2 PROFESSIONAL NURSE: TRAUMA AND EMERGENCY NURSING SCIENCE REF NO: LTE/01/2020 (01 POST)
Directorate: Nursing College

SALARY : PND1: R383,226 - R444,276 per annum (plus benefits)
**CENTRE**

Rahima Moosa Campus

**REQUIREMENTS**

**PND1**

Minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse.

**PND2**

Minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Trauma and Emergency Nursing Science, Registered with SANC as a General Nurse and Midwife, Diploma in Trauma and Emergency Nursing Science. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

**DUTIES**

The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching and evaluation strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record–keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

**ENQUIRIES**

Mrs. C. Isaacs

Tel No: (011) 247-3300

**APPLICATIONS**

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

**CLOSING DATE**

21 February 2020

**POST 05/234**

LECTURER PND 1/2 PROFESSIONAL NURSE: CRITICAL CARE NURSING SCIENCE REF LCC/01/2020 (01 POST)

Directorate: Nursing College

**SALARY**

PND1: R383 226 – R444 276. per annum (plus benefits)

PND2: R471 333 – R614 991. per annum (plus benefits)

**CENTRE**

Rahima Moosa Campus

**REQUIREMENTS**

**PND1**

Minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse.

**PND2**

Minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Critical Care Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Critical Care Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima
Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

**DUTIES**

The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.

**APPLICATIONS**

All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.

**ENQUIRIES**

Mrs. C. Isaacs Tel No: (011) 247-3300

**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.

**CLOSING DATE**

21 February 2020

**POST 05/235**

**LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE REF NO: LNP/01/2020 (01POST)**

Directorate: Nursing College

**SALARY**

PND1: R383,226 - R444,276 per annum (plus benefits)

PND2: R471 333 - R614 991 per annum (plus benefits)

**CENTRE**

Rahima Moosa Campus

**REQUIREMENTS**

PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Nephrology Nursing Science Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Nephrology Nursing Science and a degree in Nursing Education. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

**DUTIES**

The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be
knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.

ENQUIRIES: Mrs. C Isaacs Tel No: (011) 247-3300

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.

CLOSING DATE: 21 February 2020

POST 05/236: LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE REF NO: ONC/01/2020 (01 POST)

Directorate: Nursing College

SALARY: PND1: R383,226 - R444,276 per annum (plus benefits)  
PND2: R471 333 - R614 991 per annum (plus benefits)

CENTRE: Rahima Moosa Campus

REQUIREMENTS: PND1 minimum of 4 years appropriate/recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Oncology Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Oncology Nursing Science. A code 8 drivers’ license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

DUTIES: The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag x116 Melville 2109 Human Resource Department or apply online at

ENQUIRIES: Mrs. N. Buthelezi Tel No: (011) 247-3304-3300

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.

**CLOSING DATE**: 21 February 2020

**POST 05/237**: LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE REF NO: LO/01/2020 (02 POSTS)

**Directorate**: Nursing College

**SALARY**:
- PND1: R383,226 - R444,276 per annum (plus benefits)
- PND2: R471 333.00 - R614 991 per annum (plus benefits)

**CENTRE**: Rahima Moosa Campus

**REQUIREMENTS**:
- PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Ophthalmology Nursing Science. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Ophthalmology Nursing Science. A code 8 drivers’ license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

**DUTIES**:
The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

**APPLICATIONS**:
All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.

**ENQUIRIES**:
Mrs. N. Buthelezi Tel No: (011) 247-3304-3300

**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.

**CLOSING DATE**: 21 February 2020
POST 05/238:  LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPEDICS
NURSING SCIENCE REF NO: ORP/01/2020 (01 POST)
Directorate: Nursing College

SALARY:  
PND1: R383,226 - R444,276 per annum (plus benefits)
PND2: R471 333 - R614 991 per annum (plus benefits)

CENTRE:  
Rahima Moosa Campus

REQUIREMENTS:  
PND1 minimum of 4 years appropriate/recognizable Nursing experience after registered as Professional Nurse.  
PND2 minimum of 14 years appropriate/recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopaedics Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Orthopaedics Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

DUTIES:  
The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record-keeping, accompany students in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

ENQUIRIES:  
Mrs. N. Buthelezi Tel No: (011) 247-3304-3300

APPLICATION:  
All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. 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 (OHNPC). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE:  
21 February 2020

POST 05/239:  COMMUNITY LIAISON OFFICER REF NO: KPTH/CLO/01/2020
Directorate: Communication Unit

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

CENTRE:  
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:  
Grade 12, Degree or National Diploma in Communication, Marketing Management /Public Relations or equivalent NQF level 6 qualification and three (3) year post qualification experience in a Communication/Public Relations/Media Relations/Journalism environment. A valid drivers' license and be prepared to work extended hours. Knowledge of Public Service Act and Regulations, Public Financial Management ACT (PFMA). Knowledge of drafting media statements, Public Relations, Communication and protocol,
Good communication skills (verbal and written), Project Management Skills and Report writing Skills, Interpersonal skills including conflict management skills.

**DUTIES**

To ensure effective Media Liaison, Public Relations, Marketing and Advertising for the Department. Provide professional support to the divisional units regarding media questions. Liaise with media on behalf of the department on matters affecting the public. Advise the department on media related matters. Facilitate and coordinate the design of publications and production material for the department. Facilitate the marketing of the department corporate identity. Review and analyse policies. Assist in branding departmental activities, events, awareness initiatives and any communication related projects/programmes as may be required.

**ENQUIRIES**

Ms. Z.A. Mdluli, Tel No: (012) 318-6686

**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.

**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 complete CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications not more than six (6) 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**

21 February 2020

**POST 05/240**

SECRETARY TO THE CHIEF EXECUTIVE OFFICER: REF NO: KPTH/SEC/01/2020

Directorate: Chief Executive Office ‘S Office

**SALARY**

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

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12, Degree or National Diploma in Office Management and Management Assistant, or equivalent NQF level 6 qualification and three (3) year post qualification experience in Office Management or Secretarial environment. The candidate should be prepared to work extended hours. Knowledge of Public Service Act and Regulations, Public Financial Management ACT (PFMA). Good communication skills (verbal and written), Project Management Skills and Report writing Skills, Interpersonal skills including conflict management skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters and to keep confidential as such. A valid driver’s license will be an added advantage.

**DUTIES**

Responsible for administrative support of the CEO and performs numerous duties including but not limited to exercises extreme discretion in dealing with very confidential subjects. Perform general office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work. Making travel arrangements, arranging meeting and booking accommodation. Typing letters, memoranda and prepare presentations. Performing secretarial and other related tasks. Open, sort and distribute incoming correspondence, including faxes, e-mail and handle information request. Alert managers about cancellations or new meetings.
Coordinate Office Management work. Collects, analyse and collate information requested by the CEO. Determine matters of top priority and handle accordingly. Prepare agenda for meetings. Takes and transcribe minutes of meetings and committees. Coordinate committees and task teams. Involved in planning of events and volunteer activities. Operate Office equipments such as photo copy machine and scanner. Relay directives and assignments to Chief executive Officer. Receive and relay telephone messages. Direct the general public to the appropriate staff member. Maintain hard copy and electronic filing system.

ENQUIRIES : Ms. Z.A. Mdluli, Tel No: (012) 318-6686
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.

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 complete CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications not more than six (6) 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 : 21 February 2020
POST 05/241 : MONITORING AND EVALUATION AUDITOR (X 2 POSTS)
Directorate: Information Communication and Technology
SALARY : R208 584 per annum (Level 6) (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : National Diploma or Degree in Monitoring and Evaluation or Internal Auditing. A minimum of 2 years relevant experience working in Monitoring and Evaluation or Auditing. Exposure to auditing service and reporting, including data /information gathering, processing and data analysis is a must. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

DUTIES : Administration of audit process in the M&E unit or auditing unit. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and unit to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality data for compilation of M & E auditing reports. Regular follow-up on non-submission of M & E and Information data. Manage own work and identify own developmental needs. Perform duties and functions assigned or delegated M & E manager and senior management. Update all the M & E information within the Hospital and ensure that all challenges encountered are escalated accordingly. Communicate with the staff in the directorate assigned to you. Perform regular follow-ups to directorates for gathering evidence of performance. Ensure a pleasant working environment through maintaining positive attitude at all times. Execute the implementation of the unit’s operational plan. Provide monthly M&E report including ad-hoc reporting.

ENQUIRIES : Ms Nzolo Tel No: (012) 529 3423
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s). Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 21 February 2020

POST 05/242: ADMINISTRATION CLERK REF NO. 004976 (2 POSTS)
Directorate: Administration

SALARY: R173 703 per annum (Level 5) (plus benefits)
CENTRE: SG Lourens Nursing College
REQUIREMENTS: Grade 12 or equivalent. One (01) to two (02) years’ experience in Administration. Computer literacy (Microsoft Word, Microsoft Excel and Power Point). Good interpersonal, organisational and communication skills. The candidate must be able to work in a team.
DUTIES: To perform a variety of routine clerical duties that is related to the core function (training of students) of the College. The handling of less complicated routine correspondence and maintaining of prescripts and records related to the function of the College. Good planning and organising skills.

APPLICATIONS: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. 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: Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 21 February 2020

POST 05/243: ASSETS CLERK REF NO: ASC/01/2020
Directorate: Finance

SALARY: R173 703 per annum (Level 5)(plus benefits)
CENTRE: Rahima Moosa Nursing College
REQUIREMENTS: Grade 12 or Standard 10 Certificate. Relevant qualification Degree/National Diploma will be an added advantage. Minimum of 6 -12 months experience in Assets Management and Computer Literacy. Knowledge of PFMA, SCM, ASSETS Management POLICY and Treasury Regulations. Experience on Baud and Bas will be an added advantage. Good Communication (verbal & written), organisational and problem-solving skills. Good computer skills (MS Word, Excel, etc.). Ability to work under pressure. Valid driver’s licence.
DUTIES: Control assets within the College. Ensure that all assets of the College are correctly captured on BAUD system. Ensure that all information on BAUD system is updated every month. Monthly reconciliation of financial data between SAP, BAS and BAUD. Control the movements of assets. Ensure that inventory lists are accurately updated at all times. Ensure that all assets are marked/bar-coded. Perform periodic physical verification. Participate in preparation of annual financial statements. Ensure that the College has proper control of assets going out of the premises. Regular asset counts and verify results against Asset Register. Manage Asset Registers of the College. Ensure a seamless and well-co-ordinated Asset Register. Adhere to regular asset management reporting requirements by preparing, analysing and submitting asset management reports, utilising the appropriate system within the Department. Ensure officials are sufficiently trained on asset management systems, processes, procedures and policies. Prepare monthly reconciliation between Asset Register and annual reconciliation of the Register, Annual Financial Statements and Ledger.

ENQUIRIES: Mr. CAM Molokwane Tel No: (011) 247-3351

APPLICATIONS: All 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: 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.

CLOSING DATE: 21 February 2020

POST 05/244: ADMINISTRATION CLERK REF: LERA/ADM/0013 (08 POSTS)

Salary: R173, 703, per annum (Plus Benefits)

Centre: Leratong Hospital

Requirements: Three years National Diploma in Administration or Grade 12 with 3-5 years hospital experience or Grade 10 with 5-10 years hospital experience. Computer Skills. Sound Knowledge of PFMA. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Registration of inpatient and outpatients. Kitting of patients valuables as per request. Booking of patients and efficient handling of enquiries. Updating of patients information in the system as and when required.

ENQUIRIES: Ms L Makokwe Tel No: (011) 411 3514

APPLICATION: should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamдор, 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.

NOTES: 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. 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 six (6) 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 : 21 February 2020 (AT 12h00 PM)

POST 05/245 : CLIENT INFORMATION CLERK/SWITCHBOARD OPERATOR REF NO: JUB 04/2020
Directorate: Communication

SALARY : R173 703 per annum (Plus Benefits)
CENTRE : Jubilee District Hospital

REQUIREMENTS : Grade 12, National Diploma in Public Relations, Public Management, Office Management will be considered as an added advantage. Computer skills, 1 year experience in client liaison and telephone etiquette.

DUTIES : The successful candidate will be expected to work shifts (both day and night) including weekends and public holidays. He/she must be familiar with Microsoft package such as (word, excel and outlook). Perform switchboard duties such as answering and screening of incoming calls and outgoing calls, attending to enquiries, transferring calls to relevant departments, sending of SMS’s to staff and clients, taking messages and relay to the relevant person or office. Related administrative task such as filing, completing official documents, Compiling and updating internal telephone directory. Distribution of in-house telephone directory to relevant unit or department. Take minutes of meetings upon requested, perform standby duties and overtime as and when required. The candidate must remain friendly and helpful at all time, even when working under pressure and adhere to Batho Pele Principles. The candidate must be flexible to perform his/her duties on short notice if the roster changes. Identify and report faults to the supervisor. Notify staff if telephone are out of order. Maintenance of switchboard and allocate pin codes when authorized.

ENQUIRIES : Mr Tlamama M Tel No: (012)717 9359
APPLICATION : 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, Temba, Jubilee District Hospital

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 must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. 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.

CLOSING DATE : 21 February 2020

POST 05/246 : FOOD SERVICE AID REF NO: FSA/01/2020 (01 POST)
Directorate: Support Service

SALARY : R102 534 per annum (Plus benefits)
CENTRE : Rahima Moosa Campus
**REQUIREMENTS**

Grade 10 or Level 04 ABET Certificate. Basic literacy and basic numeracy skills. Ability to perform routine tasks, Ability to operate kitchen equipment and machinery. Good command of English language. Ability to work under pressure. Sound Interpersonal relations.

**DUTIES**

Perform routine tasks and operate kitchen machinery. Perform all tasks related to operation, cooking and serving of food to staff, students and visitors. Cleaning of kitchen and boardroom cupboards and fridges, washing of cutlery, crockery and relevant linen. Apply hygiene procedures in the food service unit. Control of food production in the kitchen. Ordering of supplies, control of storage and issuing thereof. General management of food service unit equipment, crockery and stores. Do all general work allocated by the supervisor.

**ENQUIRIES**

Mr. A.T Tsoke Tel No: (011) 247 3321

**APPLICATIONS**

must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: www.gautengonline.gov.za

**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.

**CLOSING DATE**

21 February 2020

**POST 05/247**

PORTER REF NO: JUB 05/2020 (X2 POSTS)

(Re-Adert)

Directorate: Admin and Logistics

**SALARY**

R102 534 per annum plus benefits

**CENTRE**

Jubilee District Hospital

**REQUIREMENTS**

A minimum of STD 8 or grade 10 or NQF Level 2. Have ability to read and write. Be able to work shifts, day, night weekends and public holidays. Be able to work under pressure.

**DUTIES**

Transport patients to different service points within the hospital. Collecting of midnight returns and discharged patients files on a daily basis. Respond promptly on removal of corpse from the wards and admit them in the mortuary. Ensure that corpse are entered in the register during the admission and signed for. Ensure that wheelchairs and stretchers are clean and safe for patients use all the time. Respond promptly to telephone messages and queries. Execute duties delegated by supervisor.

**ENQUIRIES**

Mr A Mokoka Tel No: (012) 717 9410/9409

**APPLICATION**

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 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 must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. 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. Term of office: The appointment is for a period of two-year (2)
years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract. Preference will be given to Gauteng based applicants. The successful candidate will be required to submit to a security clearance check. Applications must be accompanied by a completed Z.83 form, covering letter, detailed CV, inclusive of certified copies of educational qualifications and identity document. Interested individuals may forward their applications for the attention of: Mr. Jafta Mhlongo at Lioni.Cherval@gauteng.gov.za / Travor.Khoza@gauteng.gov.za

**CLOSING DATE** : 21 February 2020

**PROVINCIAL TREASURY**

**APPLICATIONS** : Interested individuals may forward their applications for the attention of: Mr. Jafta Mhlongo at Lioni.Cherval@gauteng.gov.za / Travor.Khoza@gauteng.gov.za.

**CLOSING DATE** : 21 February 2020

**NOTE** : Term of office: The appointment is for a period of two-year (2) years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract. Preference will be given to Gauteng based applicants. The successful candidate will be required to submit to a security clearance check. Applications must be accompanied by a completed Z.83 form, covering letter, detailed CV, inclusive of certified copies of educational qualifications and identity document.

**OTHER POSTS**

**POST 05/248** : GAUTENG PROVINCIAL GOVERNMENT AUDIT COMMITTEE REF NO: GPT/AC/2020

**SALARY** : GPG Audit Committee Members will be remunerated in accordance with SAICA rate. Members will be remunerated for preparation and attendance of meetings.

**CENTRE** : Johannesburg

**REQUIREMENTS** : An NQF 7 qualification and 5 years’ Senior Management experience in any of the following fields: Accounting; Auditing; Risk Management; Information and Communication Technology or Legal. Knowledge and experience of the PFMA, its Regulations and Public Sector. Membership of a public Sector Audit Committee or experience as an Audit Committee Member in the public sector will serve as an advantage. Required Attributes And Skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.

**DUTIES** : Advise the Accounting Officer and Management on audit-related and governance matters. Independent adviser to all GPG Departments on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. To attend meet as often as required but at least five (5) times a year and be flexible with time. Perform duties in accordance with the approved AC Charter. Review the adequacy and effectiveness of the Department's internal controls. Review financial and non-financial reports as well as Annual Financial Statements prior to submission to Auditor-General and make recommendations where necessary. Review the scope and results of internal; external and compliance reviews and audits. Review any reports released by the internal and external auditors and Management’s response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Direct and assess the Internal Audit Activity.

**ENQUIRIES** : Mr. Jafta Mhlongo/ Mr. Lazarus Raseasala on Tel No: (011) 241 0817/(011) 227 9170
The Gauteng Provincial Treasury endeavors to render support to all Departments within Gauteng Provincial Government (GPG) by inviting applications from independent, suitably qualified and experienced candidates to serve as members of its five (5) Cluster Audit Committees as established in terms of sections 76 and 77 of the Public Finance Management Act no. 1 of 1999. The operation of the Audit Committee in GPG is on a shared basis.

GAUTENG OFFICE OF OFFICE OF THE PREMIER

It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

APPLICATIONS

Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlabane, Office of the Premier, 65 Ntemi Pliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za. (Please do not send applications to 30 Simmonds street)

CLOSING DATE

21 February 2020

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. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 05/249

HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION REF NO: 004901

(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)
**SALARY**
R1 521 591 – R1 714 074 820 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

**CENTRE**
Johannesburg

**REQUIREMENTS**
An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. 8 to 10 years’ experience at Senior Managerial level of which 5 years must be of SMS in the Public Service

**Key Competencies:**
- Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level.
- Demonstrable experience in management at an executive level.
- Knowledge understanding of government priorities.
- Insight into Government’s Outcomes Based Approach, including performance monitoring and evaluation.
- Strategic leadership, change management and project management.
- Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa.
- Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills.
- Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

**DUTIES**
Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles.

Specific focus areas include the following:
- The successful incumbent will be directly accountable to the Member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action.
- Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department.
- Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng.
- Position Gauteng as a home of opportunities for sport, arts and cultural excellence that contributes to social cohesion and nation building.
- Create an enabling environment for excellence in sport, arts, and culture.
- Enhance economic growth through creative industries. Create unity in diversity through sport, arts and culture.
- Ensure equitable access to sport, arts and recreation facilities for citizens especially the previously disadvantaged.
- Accelerate, transform and develop sport, arts, culture and libraries amongst citizens of Gauteng.
- Create opportunities for access to information and knowledge through libraries and efficient management of information.
- Preserve our heritage and history through museums and archives.
- Ensure the existence of proper infrastructure and programmes for the development of talent in sport, arts and culture.
- Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various fora.

**ENQUIRES**
SN Mtshali, Tel No: (011) 355 6280