ANNEXURE W

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

**APPLICATIONS**

To apply for these positions, please apply online at [http://professionaljobcentre.gpg.gov.za/](http://professionaljobcentre.gpg.gov.za/) or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs.

**FOR ATTENTION**

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

**CLOSING DATE**

06 March 2020, 16h00. No late applications will be considered.

**NOTE**

Applications must be submitted on a Z83 form, obtainable from any public service department or from the website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document/s (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST 07/120 CHIEF FINANCIAL OFFICER:** REF NO: REFS/005068

Re-Advertisements and people who applied

Directorate: Finance

**SALARY**

R1 251 183 - R1 495 956 per annum (All-inclusive salary package which can be structured according to the individual’s needs).

**CENTRE**

Johannesburg (Head Office)

**REQUIREMENTS**

Grade 12 plus an undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Financial Management and CA qualification. 5 years proven experience in a senior managerial position. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

**DUTIES**

Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Support the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations and DORA. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining to matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transverse financial matters. Provision of sound financial, supply chain and facilities management to enable the Department to make informed decisions. Ensure that an effective MTEF adjusted budget is compiled and the preparation of interim financial and annual financial statements. Maintaining an effective Supply Chain Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management, expenditure and revenue management. Identifying, managing and implementing risk and mitigation plans for the achievement of GDARD objectives. Ensure overall management and control of the CFO Chief-Directorate. Providing strategic advice to the
Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Executive Management Team and Senior Management Team within the Department. Pay Suppliers within 30 days of receipt of invoice by the Department.

ENQUIRIES : Ms. Lungi Dhlamini Tel No: (011) 240 2527

OTHER POST

POST 07/121 : PRODUCTION SCIENTIST GRADE A-C: CONSERVATION PLANNER REF NO: REFS/005063
Directorate: Biodiversity Management
Re-Advertisements and people who applied may re-apply

SALARY : R585 366 – R893 175 per annum (all-inclusive salary which can be structured according to an individual needs).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus Honours degree (NQF Level 8) in BSc in Conservation/ Biology/ Botany/Ecology as recognised by SAQA). MSc or PhD in Conservation/ Biology/Botany/Ecology will be an added advantage. 3 years relevant working experience in the field of Conservation Planning and/ or Conservation Biology. Proven experience in systematic biodiversity planning and spatial problem solving. Must be registered as a Professional Natural Scientist (Conservation Science or Ecological or Botanical Sciences) with SACNASP or proof that registration is in process. Valid driving licence. Competencies: Skills in GIS, database management and conservation planning software. Able to take the leadership role with the development and implementation of the systematic conservation planning process.

DUTIES : Manage and develop of the Gauteng Conservation Plan. Network, coordinate and interact with relevant internal and external stakeholders. Manage and control the quality of data. Offer spatial decision support with projects such as EIA evaluations, protected area expansion and stewardship projects. Write report, develop and train staff on systematic conservation planning.

ENQUIRIES : Ms Thili Mashau Tel No: (011) 240 3096

DEPARTMENT OF EDUCATION

APPLICATIONS : Head Office (HO): Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.
District Johannesburg South (JS): Physical Address: 100 Northern Parkway, Crowwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957, Check Enquiries on the Advert.

CLOSING DATE : 06 March 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 07/122: EXECUTIVE ASSISTANT REF NO: HO2020/02/03
Directorate: Office of the HOD

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

DUTIES: Set up and manage meetings for the Head of the Department. Manage the diary of the HoD, set up meetings or accept meetings requested by others where needed. Resolve issues independently. Print all documentation relevant to meetings and prepare daily meeting packs and give them to the HoD for their reference. Take minutes of formal or governance meetings. Ensure that the minutes are typed, approved by the meeting chair and distributed to the relevant parties within the agreed time period. Provide administrative support to the HoD. Review the HoD's incoming mail on an ongoing basis. Flag items that need personal attention respond to the appropriate ones directly and redirect selected emails to the executive's direct reports or other departments for resolution. Prepare presentations and reviews for the HoD by researching and packaging detailed content. Oversee the management of the HoD’s office to ensure smooth operations and that resources are available and operating effectively. Draft communications to be distributed in the Department on behalf of the HoD. Develop leave plans for direct reports of the HoD. Maintain all confidential filing on behalf of the executive. Monitor operational expenses and support governance processes in the Office of the HoD. Monitor expense budgets on a monthly basis and highlight potential issues to the HoD. Review Team’s expense claims and prepare for sign off by the HoD. Maintain a gift and asset register for cost control and compliance purposes. Manage travel arrangements for the HoD. Liaise with Departmental approved travel agencies to make travel bookings for domestic, regional and international trips the HoD has to undertake. Ensure adherence to travel policy requirements in terms of class of travel and types of accommodation. Arrange airport and hotel transfers for the HoD. Provide detailed trip itineraries prior to each trip. Study relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regard to the policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remain abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES: Mr. Makubetse Sekhonyane Tel No: (011) 355 0896

POST 07/123: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2020/02/05
Directorate: Recruitment and Selection

SALARY: R376 596 per annum
CENTRE: Head Office, Johannesburg
Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver’s license is essential.

**DUTIES**

Assist in the development and implementation of the GDE recruitment, selection, retention, human resource provisioning and placement strategies and ensure the implementation thereof. Assist in research to inform recruiting practices and strategies that drive programme success. Ensure the implementation of recruitment, selection, retention, human resource provisioning and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the analysis and planning of Human Resource Provisioning requirements for the Department. Coordinate the administration of all recruitment, selection, appointments, movements, placement, human resource provisioning and retention of staff for the cluster. Coordinate the placement of graduates. Coordinate the redeployment and conversion of personnel including staff who are additional to the establishment. Partake in guiding and advising personnel on human resource provisioning matters to enhance the correct implementation of personnel administration practices and policies. Ensure all personnel administration verification of qualifications are done and supervise the staff. Collate and compile of reports e.g. progress reports, monthly reports, etc.

**ENQUIRIES**

Ms Mathlodi Moloto Tel No: (011) 843 6831

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate, recognized three-year National Diploma/Degree in Public Management/Public Administration in plus minimum 3 years’ experience within a Public-Sector environment. Computer literacy skills. Sound report writing skills. Stakeholder relations. Conflict management and negotiation skills. Good verbal and written communication skills. An understanding of transformation issues and capacity building processes in the education sector. Ability to work independently as well as in a team. Valid Driver’s License is essential.

**DUTIES**

Participate in the identification of underperforming schools. Coordinate interventions by relevant stakeholders to promote improved performance in schools. Respond to flash point(s) as requested to stabilize unrest situation/s. Facilitate the resolution of all cases referred in the Directorate. Monitor case reporting from internal and external Stakeholders; and prepare progress reports thereof. Supervise the administration support staff in the Directorate.

**ENQUIRIES**

Ms Lerato Machaka Tel No: (011) 843 6532

**SALARY**

R316 791 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**


**DUTIES**

Provide effective administrative and communication support to the Internal Communication Unit. Compile submissions for procurement of
Communication related goods and services and coordinate procurement of goods and services thereof. Monitor assets in the Internal Communication Unit. Administer HR processes within the Internal Communication Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, polices etc. Work with HR to facilitate information sessions for all staff to publicize policies. Provide effective general and logistical support in coordinating the Internal and District Communication Forums. Compile correspondence, reports and articles for the weekly online newsletter. Provide secretariat services during Editorial meetings. Arrange and coordinate visits, meetings and other events, including shootings for the newsletter. Liaise with internal and external stakeholders. Arrange open days and staff relations initiatives. Provide effective records management services to the Internal Communication Unit. Monitor the tracking of files and correspondences.

EQUIRIES: Ms Brenda Mabasa Tel No: (011) 355 0201

POST 07/126 : SENIOR PERSONNEL PRACTITIONER REF NO: HO2020/02/09

Directorate: Recruitment and Selection

SALARY : R316 791 per annum

CENTRE : Head Office, Johannesburg


DUTIES : Implement the GDE’s recruitment, selection, retention and placement strategies and ensure the implementation thereof. Collect and collate data in order to assist in identifying and solving challenges in existing recruitment, selection, and retention and placement strategies. Assist in the development of Human Resource Provisioning policies based on gaps identified in district offices. Assist in the development of a Departmental Recruitment Strategy and assist the implementation thereof. Adhere to and ensure that subordinates adhere to all Human Resource Provisioning prescripts when carrying out their duties. Administrate all response handling, recruitment, selection, appointments, placement and retention of staff. Provide administrative services in the transfer, absorptions and secondments of the officials. Maintain an up to date databases for response handling, recruitment, selection, appointments, placements and retention of staff. Facilitate the effective receipt, sifting, capture and distribution of all applications and maintain the safekeeping of such documentation in line with relevant legislation and policies. Coordinate the storage and disposal of applications. Coordinate the publication of vacancy lists and the advertisement of departmental vacancies. Assist in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Assist in the compilation and forwarding of submissions to delegated authority. Partake in advising line management on matters related to recruitment and selection. Assist in provision of advisory services to shortlisting and interview panels. Conduct compliance, background and reference checks. Facilitate competency assessments for MMS and SMS levels for recruitment purposes. Maintain an accurate filing system for
branches and districts. Provide continuous coaching and mentoring of subordinates.

**ENQUIRIES**: Ms Winny Radzilani Tel No: (011) 843 6540

**POST 07/127**

**SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION REF NO JS2020/02/10**

Sub-Directorate: Education Support

**SALARY**: R316 791 per annum

**CENTRE**: Johannesburg South District

**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; 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 Provide effective 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 Patrick Sesane Tel No: (011) 247 5944

**POST 07/128**

**DRIVER/MESSENGER REF NO: HO2020/02/11 (X3 POSTS)**

Chief Directorate: District Operations Management (Ekurhuleni Region)

**SALARY**: R145 281 per annum

**CENTRE**: Head Office

CEO, Chief Directorate: DOM (Ekurhuleni Region) Ref No: HO2020/02/11
CEO, Chief Directorate: School Management: Ref No: HO2020/02/12
Branch: Corporate Management Ref No: HO2020/02/13

**REQUIREMENTS**: ABET/G. 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. Jabulani Mabuza Tel No: (010) 600 6192 (DOM: Ekurhuleni Region)
Ms Muriel Simelane Tel No: (011) 355 0567 (CD: School Management)
Ms Rhirandzu Mabasa Tel No: (011) 843 6529 (Branch: Corporate Management).
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: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ P/Bag x112, Marshalltown, 2107 or Applicants can apply online at www.gautengonline.gov.za.

CLOSING DATE: 06 March 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 determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 07/129: DEPUTY DIRECTOR: GENDER FOCAL POINT REF NO: REFS/005069
Directorate: GEYODI

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

CENTRE: Johannesburg

REQUIREMENTS: Matric certificate plus minimum of NQF level 6 in Public Administration/ Mainstreaming or Bachelor's Degree in Social Sciences. Minimum of 3-5 years in a role relating to mainstreaming.

DUTIES: Ensure Institutionalisation of a legal framework that provides an enabling policy environment for ensuring the efficient facilitation of processes that incorporates a GEYODI perspective and effective ways to integrate gender mainstreaming in the following areas: Violence against women, youth and people with disabilities and children Lack of access to resources and infrastructure Lack of delivery of comprehensive, integrated services to women Unemployment, and other social issues Impact of HIV/AIDS Discrimination Ensure integration of affirmative action as a tool to implement employment equity with regards to gender inequalities particularly within certain professions and at managerial levels. Monitor implementation of policies, strategies and programmes that incorporates empowerment issues for women, youth and people with disabilities. Mainstreaming and alignment of skills development policies with gender inequalities guidelines particularly in areas that are presently male dominated. Monitor implementation of a transversal policy framework on sexual harassment and/or violence against women, youth and people with disabilities in the workplace. Keep in touch with and give feedback to relevant stakeholders on policy developments. Assist to manage the development, and execution of a comprehensive array of processes/activities addressing gender inequalities within the Department of e-Government. Promotion of gender sensitivity through strengthening of gender awareness campaigns, gender equality training, and the dissemination of a gender-disaggregated and gender relevant public service. Conduct specific gender-based analysis to establish adequacy in dealing with gender issues. Coordinate and ensure the efficiency of capacity building programmes. Coordinate the departmental workplace GEYODI forums and forge a relationship to the broader GPG GEYODI forum. The role is responsible for processing administrative duties for the sub-directorate. Produces monthly
reports and any other administrative documents as required for the function. Administer the processes relating to the departmental GEYODI forums.

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

POST 07/130 : SENIOR PRACTITIONER: DESKTOP SUPPORT REF NO: REFS/005066 (X2 POSTS)
Directorate: Infrastructure

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a minimum of National Diploma in Information Technology with 2 - 3 years’ experience in IT/Desktop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.

DUTIES : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.

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 of Diagnostic Radiographer Grade 1/2/3 with Ref No: DRADIO06/20 and post of Registrar: (Dental) Prosthodontics with Ref No: REGPRO04/20 (For Wits Oral Health Centre) advertised in the Public Service Vacancy Circular 03 dated 24 January 2020, they have been withdrawn. Enquiries: Mr Pula Monama, Tel (011) 481 2099. We apologies for any inconvenience caused.

OTHER POSTS

POST 07/131 : HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Maxillofacial and Oral Radiology (Diagnostic Imaging)

SALARY : R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : BChD degree or equivalent qualification and be registered with the HPCSA as a Dentist in the category independent practice. A Master’s degree with the research component in the field of Maxillofacial and Oral Radiology. A minimum of three years’ experience post acquisition of the master’s degree. Recommendations: Supervision of postgraduate research projects to completion, published research work, experience in reporting on Diagnostic Images are recommendations.

DUTIES : Manage the Diagnostic Imaging Section in the School of dentistry and must be able to take or guide the taking of CBCT images and interpret the results. Service rendering in the unit of Oral Diagnostic Imaging. Undergraduate and postgraduate teaching in this field. Other departmental duties deemed necessary by the HOD.
ENQUIRIES: Mrs Ina Swart Tel No: (012) 301 5705

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: Kindly 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: 06 March 2020

POST 07/132: HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Oral Pathology

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: Minimum of three years’ experience as a specialist in Oral Pathology, currently registered with HPCSA as an Oral Pathologist. Experience in teaching and training of undergraduate and postgraduate students in Maxillofacial and Oral Pathology, and General Pathology. Recommendations Supervision of postgraduate research projects to completion, published research work are recommendations.

DUTIES: Participate in the full spectrum of the diagnostic histopathology service of the Department. Undergraduate and postgraduate teaching/training in the field of Maxillofacial and Oral Pathology as well as General Pathology. Other Departmental duties deemed by the Head of Department.

ENQUIRIES: Mrs Ina Swart Tel No: (012) 301 5705

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: Kindly 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: 06 March 2020

POST 07/133: HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/ SENIOR LECTURER
Directorate: Prosthodontics

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as Dental Specialist in Prosthodontics. A minimum of 3 years’ appropriate experience after registration with the HPCSA as a Dental Specialist. Experience in the teaching and training of undergraduate and postgraduate students. A record of accomplishment in research activity. Recommendations Supervision of postgraduate research projects to completion, published research work, and exposure to Implantology and CAD/CAM technology are recommendations.

DUTIES: Oversee and co-ordinate the undergraduate fixed and removable prosthodontics course, including liaising with class co-ordinators in terms of procurement, lecture schedules, clinical sessions and moderation of test and exams. Be actively involved in own research as well as postgraduate research supervision. Participation on the postgraduate training platforms. Fulfil other departmental duties as deemed necessary by the HOD and assigned to them.

ENQUIRIES: Mrs Ina Swart Tel No: (012) 301 5705
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: Kindly 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: 06 March 2020

POST 07/134: HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/ SENIOR LECTURER
Directorate: Periodontics and Oral Medicine

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: 
Appropriate qualification that allows registration with the HPCSA as a Specialist. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA in the category of independent practice. Experience in teaching and training at both undergraduate and postgraduate levels. A record of accomplishment in research activity. Recommendations 
Supervision of postgraduate research projects to completion, published research work, and proficiency and proven skills in clinical Periodontology and Implantology are recommendations.

DUTIES: 
Oversee and co-ordinate the Under Graduate and Post Graduate, including liaising with class co-ordinators in terms of procurement training material schedules, clinical sessions and moderation of tests and exams. Be actively involved in own research as well as being a research supervisor. Attend PG seminars and treatment planning sessions and be available as a consultant for PG seminars and clinical session. Fulfil other department duties that may be deemed necessary by the HOD and assigned to them.

ENQUIRIES: Mrs Ina Swart Tel No: (012) 319 2688

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: Kindly 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: 06 March 2020

POST 07/135: HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/ SENIOR LECTURER
Directorate: Maxillo-facial and Oral Surgery

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: 
Supervision of postgraduate research projects to completion, published research work and exposure to a Maxillo-Facial subspecialty such as Oncology and Craniofacial Surgery are recommendations.

DUTIES: 
Co-ordination and active involvement in undergraduate and postgraduate teaching. Conducting research in the department. Co-ordination of postgraduate student’s education and their research outputs. Candidate will
participate in patient care, monitoring and evaluation of Oral and Maxillofacial services. Candidate will be expected to carry out administrative and managerial duties within the department. Overtime duties are compulsory. Actively involved in all teaching platforms of the department/ school of dentistry.

ENQUIRIES : Mrs Ina Swart Tel No: (012) 301 5705
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.

NOTE : Kindly 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 : 06 March 2020

POST 07/136 : MEDICAL SPECIALIST – GRADE1 REF NO: MRH/06 /02/2020 (X1 POST)
Directorate: Internal Medicine

SALARY : Grade 1: R1 106 040 per annum (TCE Package)
Grade 2: R1 264 623 per annum (TCE Package)
Grade 3: R1 467 651 per annum (TCE Package)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : MBCHB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Internal Medicine. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.

DUTIES : Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Committed overtime is compulsory.

ENQUIRIES : Ms KH Mokwana Tel No: (012) 841 8387
APPLICATIONS : Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

NOTE : Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than six months. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. If you did not hear from us within three months, consider your application as unsuccessful. The Hospital reserved the right to appoint. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

CLOSING DATE : 06 March 2020

POST 07/137 : MEDICAL SPECIALIST – GRADE1 REF NO: MRH/07 /02/2020 (X1 POST)
Directorate: Paediatrics

SALARY : Grade 1: R1 106 040 per annum (TCE Package)
Grade 2: R1 264 623 per annum (TCE Package)
Grade 3: R1 467 651 per annum (TCE Package)

CENTRE : Mamelodi Regional Hospital
**REQUIREMENTS**

MBChB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Paediatrics. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.

**DUTIES**

Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

**ENQUIRIES**

Ms KH Mokwana Tel No: (012) 841 8387

**APPLICATIONS**

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

**NOTE**

Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than six months. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. If you did not hear from us within three months, consider your application as unsuccessful. The Hospital reserved the right to appoint. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

**CLOSING DATE**

06 March 2020

**POST 07/138**

MEDICAL SPECIALIST – GRADE1 REF NO: MRH/08/02/2020 (X1 POST)

Directorate: Family Medicine

**SALARY**

Grade 1: R1 106 040 per annum (TCE Package)
Grade 2: R1 264 623 per annum (TCE Package)
Grade 3: R1 467 651 per annum (TCE Package)

**CENTRE**

Mamelodi Regional Hospital

**REQUIREMENTS**

MBChB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Family Medicine. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.

**DUTIES**

Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

**ENQUIRIES**

Ms KH Mokwana Tel No: (012) 841 8387

**APPLICATIONS**

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

**NOTE**

Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than six months. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. If you did not hear from us within three months, consider your application as unsuccessful. The Hospital reserved the right to appoint. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.
number must be quoted, failure to comply with this instruction, the application will be disqualified from being processed.

**CLOSING DATE**: 06 March 2020

**POST 07/139**: MEDICAL OFFICER (OBSTETRICS AND GYNAECOLOGY) REF NO: BGH/2020/FEB/06 (X2 POSTS)

**Directorate**: Medical

**SALARY**:
- Grade 1: R821 205 per annum (all-inclusive package)
- Grade 2: R938 664 per annum (all-inclusive package)
- Grade 3: R1 089 693 per annum (all-inclusive package)

**CENTRE**: Bertha Gxowa Hospital

**REQUIREMENTS**:
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. **Grade 1**: No experience. **Grade 2**: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. **Grade 3**: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.

**DUTIES**:
The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near PSI and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients. Be willing to work in all disciplines.

**ENQUIRIES**: Dr Manning Tel No: (011) 278 7600

**APPLICATIONS**: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

**NOTE**: Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE**: 20 March 2020

**POST 07/140**: OPERATIONAL MANAGER PATIENT CARE DAY AND NIGHT REF NO: 08/10/2020 (X2 POSTS)

**Directorate**: (Nursing and Administration/Management) Re-Advertisement

**SALARY**: R444 276 per annum (plus benefits)

**CENTRE**: Mamelodi Hospital

**REQUIREMENTS**:
Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing) or equivalent that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. A one-year diploma/degree in nursing management will be an added advantage. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.

**DUTIES**:
Demonstrate in depth understanding of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by nursing teams (units) & institution. Demonstrate basic understanding of Human Resource & financial policies & practices. Effective leadership in managing disciplines & conflict resolution. Display concern for patients, promoting, advocating, & facilitating proper treatment & care and ensuring that the units adhere to Ministerial Priorities; the principle Batho Pele & Patients Right Charter. Demonstrate effective communication with patients, community, supervisor, and other health professional & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementing of nursing guideline of nursing guidelines, practice, standards and procedures. Manage and monitor proper utilization of human,
NOTES : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

ENQUIRIES : Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS : to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.

FOR ATTENTION : Mr. V Nakene (Recruitment Section)
CLOSING DATE : 06 March 2020

POST 07/141 : NUCLEAR MEDICINE RADIOGRAPHER REF NO: CHBAH 291 (X2 POSTS)
Directorate: Nuclear Medicine

SALARY : R395 703 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Nuclear Medicine Radiography. Grade 1: 4 Years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

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

ENQUIRIES : Ms. V. Modisane Tel No: (011) 933 8502/9885
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

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

CLOSING DATE: 20 March 2020

POST 07/142: PROFESSIONAL NURSE (SPECIALTY NURSING) (MCWH) REF NO: TDHS/A/2020/09
Directorate: Maternal and Child Health
Re-Advertisement

SALARY: R383 226 – R 444 276 per annum
CENTRE: Tshwane District Health Services
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Five (5) years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with focus on Maternal and Women’s health. A qualification in advanced midwifery is an added advantage. Other Skills/Requirements: Good verbal and written communication skills. Computer skills. Valid Driver’s license.

DUTIES: Provide technical support to the program Maternal and Child’s Health. Understanding and analysis of data. Supervision and support of facilities on MCWH services. Assist facilities to attain ideal clinic status. Training and mentoring on MCWH related activities. Participate in the planning and implementation of the program according to the prescribed Guidelines, Policies and protocols.

ENQUIRIES: Ms RT Makau Tel No: (012) 451 9006
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 06 March 2020

POST 07/143: PROFESSIONAL NURSE SPECIALTY (NEONATAL NURSING SCIENCE) REF NO: 09/02/2020 (X2 POSTS)
Directorate: (Nursing)

SALARY: R383 226 per annum (plus benefits)
CENTRE: Mamelodi Hospital
REQUIREMENTS: Grade 12 or equivalent NQF and level basic R425 qualification (i.e. Diploma/Degree in Nursing or other qualifications that allows registration as a professional nurse. A post basic qualification with duration of at least 1 year accredited with the SANC in terms of Governance Notice No. R212 Neonatal Nursing Science. Skills required: Good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. National Core Standards. Demonstrate a basic understanding of HR and financial policies practices. Ability to plan and organize own work, time and that of support personnel to ensure proper smoothing running of Neonatal unit.

DUTIES: Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients right charter principles. Maintain accurate and complete patient’s records according to legal requirements. Participate in staff, student and patient teaching. Ensure ongoing education and in-service training of EMTCT, BFHI and EPI. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure
the use of Maternal and Child update protocols and guidelines in hospital. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. Human, financial, material.

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

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
FOR ATTENTION: Mr. V Nakene (Recruitment Section)
CLOSING DATE: 06 March 2020

POST 07/144: ASSISTANT DIRECTOR: HAST PREVENTION PROGRAMMES AND NPO MANAGEMENT REF NO: TDHS/A/2020/12
Directorate: HIV/AIDS/STI & TB (HAST)
(Re-advertisement)

SALARY: R376 596 per annum (plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: A relevant degree/diploma in social sciences/public administration/communication studies. A Certificate in HIV management and a minimum of 5 years working experience within the HAST environment with at least a year in management. In-depth knowledge of national HAST Prevention, Care and Support policies and guidelines. Experience in supporting community responses to HIV and creating synergy between community and facility-based programmes. Experience in managing NPOs and Community Health Workers. Advanced stakeholder management skills. Knowledge of the HTS Programme and Quality Assurance Process. Experience in managing campaigns and high-level events. Advanced communication skills. Ability to function within a multi-sectoral team. A valid code 8 driver’s license. Advanced computer literacy. Ability to function under pressure.


ENQUIRIES: Dr Jude Omeh Tel No: (012) 451 9022
APPLICATIONS: Applications must be delivered to: The Department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria, 0001.
CLOSING DATE: 06 March 2020

POST 07/145: ASSISTANT DIRECTOR: ADMIN AND LOGISTICS REF NO: DHS/ADM/001/2019
Re advert and those who applied before must re-apply for the position

SALARY: R376 596 per annum (Level 09) (plus benefits)
CENTRE: JHB Health District
REQUIREMENTS: An appropriate 3-year degree or National Diploma in Public Administration/Management/ equivalent Qualification with at least 3 years relevant experience at supervisory Level in Administration and Logistics. In-depth understanding of administration in the District Health Service environment will be an advantage. Good report writing skills, computer literacy and a code 8 driver’s license. To work in a multi-disciplinary team. To have appropriate knowledge of infection control and safety procedures in a Health environment. To have good interpersonal relations, be honest and reliable. Good communication skills. Organizational planning and problem solving
skills. A good understanding of the Public Service Legislation such as Record management, and prescripts applicable to the Government including PFMA, Treasury Regulations and Public Service Act, Fleet management and information management Policies.

**DUTIES**

Plan, organize and control all activities of the co-operate staff in the district. Manage and provide overall support to the Administration/Logistics/support service staff, clerical, cleaning, registry and fleet Management) and liaise with internal and external stakeholders in all sub-district clinics. Facilitate compilation of operational plans and also improve the systems that are in place. Provide management advice and support to respective strategic processes. Enforce compliance with turn around strategies’ non-negotiable and manage Labour related issues. Conduct and manage performance assessment evaluations and monitor services within the area of responsibility. Organize, retrieve information and compile and submit reports.

**ENQUIRIES**

Mrs. S. Khanyile Tel No: (011) 694 3705/10

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 March 2020

**SALARY**

R372 810 per annum (plus benefits)

**CENTRE**

Bertha Gxowa Hospital (Germiston)

**REQUIREMENTS**

Appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable). (5 years’ experience is required after registration with the HPCSA in the relevant profession. (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa).

**DUTIES**

Advising on specialist equipment to assist with daily activities, developing a rehabilitation programme to help rebuilding lost skills and restore lost confidence, advising on home and workplace environmental alterations, such as adjustments for wheelchair access. Teaching anxiety management techniques. Assisting people to return to work. Coaching people with learning difficulties or poor social skills. Mentoring people on how to control their own behavior. Liaising with other professionals such as Doctors, physiotherapists, social workers, equipment suppliers and architects, as well as patients.
familiar, careers and employers. Writing reports and attending multidisciplinary case meetings to plan and review ongoing treatment. Organizing support and rehabilitation groups for careers and clients. Training students and supervising the work of occupational therapy assistants. Managing a caseload, prioritizing needs, and completing administrative tasks such as patient and budgetary records.

ENQUIRIES : Ms. L. Smook Tel No: (011) 278 7696
APPLICATIONS : Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
NOTE : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Failure to do so will lead to disqualification. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
CLOSING DATE : 20 March 2020
POST 07/147 : DIETICIAN GRADE 1: REF NO: DIETICIAN/CARLT/ 2020/01
Directorate: Medical & Allied
SALARY : R317 976 – R361 872 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : BSc Dietetics degree, Registration with HPCSA as a Dietician in the category: Independent Practice. Current up to date registration as a dietician. Sound knowledge of general clinical nutritional management. Good written and verbal communication skills. Ability to work within a team and work closely with other disciplines.
DUTIES : To advice and plan nutritional care for individuals or groups of patients to meet their specific nutritional requirements. Knowledge on the management of paediatric, surgical and medical patients. Adhere to National and Provincial strategies, policies and protocols. Attend any relevant meetings and workshops. Compiling of statistics, perform record keeping, data collection and assist with budget control. Market and promote dietetic services. Ensure training and education of other occupational classes. Auditing of standards and implementation of corrective measures. Participate in multi-disciplinary teamwork. Implement quality assurance guidelines and measures to improve patient care. Supervision of Community Service Staff. To execute any fair. Lawful, additional instruction issued by competent person.
ENQUIRIES : Mrs. H Agenbach Tel No: (018) 788 1730
APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.
NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.
CLOSING DATE : 06 March 2020 16:00 PM
POST 07/148 : HUMAN RESOURCE OFFICER REF NO: DHS /HRM/005/19 (X2 POSTS)
Directorate: Johannesburg Health District
SALARY : R257 508 per annum (Level 07) (with benefits)
CENTRE : Sub-District ABCEF and Sub-District D
REQUIREMENTS : Matric and equivalent qualification with more than 10 years’ experience in Human Resources Administration or Management. A Relevant three (3) year tertiary qualification, Degree or Diploma in Human Resources Management with between 0-2 years’ experience in Human Resources will be an advantage. Knowledge of Persal system and training is essential. Ability to interpret and implement policies, Directives/circulars and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resources legislation, policy, procedures and processes applicable in Human Resources and be able to ensure compliance through implementation. Must have good communication, sound interpersonal relations, and conflict resolution skills. Must have excellent planning and organizational skills. To be prepared to work independently or with a team, under pressure and in stressful circumstances. A valid driver’s license and be Computer literate.
DUTIES: Overall management of Human Resources section and administer activities of the division includes amongst others, service benefits, recruitment of staff, effective management of staff establishment, leave management and Incapacity leave management. Implement Operational plan for Human Resources in line with the objectives of the Department. Administer performance of staff and the entire organization. Evaluate performance of HR staff and take corrective measures where warranted. Prepare and address Auditor General Matters effectively including adherence to relevant deadlines. Effective administration of payrolls including attendance registers. Adhere and maintain HR systems and processes. Manage and address Auditor General Matters effectively including adherence to relevant deadlines. Compile reports effectively, weekly, monthly and whenever needed. Participate in any delegated task or project in the Human Resource section.

ENQUIRIES: M.O. Moerane Tel No: (011) 694-3814

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

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

CLOSING DATE: 13 March 2020

POST 07/149: PERSONAL ASSISTANT REF NO: PA-01-TMRH (X1 POST)
Directorate: CEO’s Office

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

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years’ experience in rendering support services to senior management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational and communication skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyze documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills (verbal and written). Good accountability, ethical conduct and knowledge of Batho Pele Principles. To be able to work under pressure.

DUTIES: Provide personal assistance, including a secretarial support service to the Chief Executive Officer. Render frontline/receptionist services to all visitors to the Office Provides a secretarial/receptionist support service to the CEO; receives telephone calls in an environment where, in addition to the calls for the CEO/senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries; Performs advanced typing work; Emails to be responded on a daily basis. Operates and ensure that office equipment eg. Scanner, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilizes discretion to decide whether to accept/decline or refer
to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services;- Ensure the effective flow of information and documents to and from the office of the CEO; Record all incoming and outgoing correspondences; Ensures the safekeeping of all documentation in the office of the CEO in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; on the required submission date Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Executive Officer; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the CEO/Manager and the unit where required; Collects, analyses and collates information requested by the CEO; Clarifies instructions and notes on behalf of the CEO/Manager; Ensures that travel arrangements are well coordinated; Prioritize issues in the office of the CEO; Manages the leave register and telephone accounts for the unit; (Dairy Management), Handles the procurement of standard items like stationary, refreshments etc. for the activities for the Chief Executive Officer; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to CEO regarding meetings; (Track all documents to be responded too) Scrutinize documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the Chief Executive Officer to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; (Event management) Supports the manager with the administration of the Manager’s budget and be able to prioritise activities of the unit at all times. Be prepared to sign a confidentiality agreement.

ENQUIRIES
APPLICATIONS
Dr. M.M. Malaka Tel No: (010) 345 0971
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
06 March 2020

POST 07/150
ADMINISTRATION OFFICER REF NO: ADO/02/2020 (X1 POST)
Directorate: Management and support

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

CENTRE
Rahima Moosa Nursing College

REQUIREMENTS
A Degree/National Diploma in Human Resource with 3 years’ relevant experience in public service or a Grade 12 with 5 years’ supervisory experience in Human Resource within the public service. Good knowledge of Human Resource (HR) Practices. Must have an introductory Persal training certificate. Knowledge of OSD policy, problem solving managerial skills,
organizing ability. Proof of computer literacy skills (Advanced MS Word and Excel). Good communication skills both verbal and written. Candidate must be in a possession of a Code 8 driver’s license.

**DUTIES**

- Supervision of staff. Maintain HR provisioning and conditions of service, Administration practices, render Human Resource support services and termination of service with in the component. Implementation of HR policies and directives. Recommend/approve transactions on Persal. Applying and interpretation of regulations and other legislative frameworks, procedures and policies. Monitor monthly HR reports and comply with timeframes. Check and approve mandates. Ensure compliance with the legislative framework. Conduct Performance Assessment Evaluation. Manage skills development and leave management. Assist with management of Labour issues, attend meetings, participate in committees and give managers and supervisors guidance on Human Resource (HR) matters. Supervise general support staff. Compile and report on performance appraisals of administrative and support staff. Submit quarterly review reports. Work together with the management team to meet the objectives of the college.

**ENQUIRIES**

- Mr. Joseph Machaba Tel No: (011) 247-3303-3300

**APPLICATIONS**

- All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2109 or posted to Rahima Moosa, 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 calander date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance proceecess (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 CLOSING DATE: 06 March 2020

**POST 07/151**

- POST BASIC PHARMACIST ASSISTANT GR 1: REF NO: PHARM/2020/02 (X1 POST)
- Directorate: Pharmacy

**SALARY**

- R208 383 - R234 738 per annum (plus benefits)

**CENTRE**

- Carletonville Hospital

**REQUIREMENTS**

- Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Computer literate will be a recommendation. Basic Communication and Interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team.

**DUTIES**

- The incumbent of the post will work under direct/indirect supervision of a Pharmacist. Issue medication to patients and wards as per Prescription. Measuring and distribution of stock to patients and wards. Pre-packing, informing patients on the direct use of medicine. Receive, read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advice and support patients and other health care professional as pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco vigilance.

**ENQUIRIES**

- Miss Sara Mustafa Tel No: (018) 788 1769

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

- 06 March 2020 16:00 PM
POST 07/152  :  HUMAN RESOURCES CLERK  REF NO: TDHS/A/2020/10 (X5 POSTS)

(12 Months contract)
Directorate: Human Resources Management

SALARY  :  R173 703 per annum plus 37% in lieu of Benefits
CENTRE  :  Tshwane District Health Services
REQUIREMENTS  :  An appropriate N6/Diploma in Human Resources/Public Management or equivalent with 1 to 2 year’s relevant experience in Human Resources Management field, Knowledge of HR policies and procedures. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Legislative frameworks including amongst others Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development System (PMDS), Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: Good communication skills (verbal and non-verbal), report writing skills, negotiation skills, problem solving, conflict resolution and ability to work under pressure. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential (MS Word and Excel).

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

ENQUIRIES  :  Mr. TJ Mokopa Tel No: (012) 451 9107/9124
APPLICATIONS  :  Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE  :  Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE  :  06 March 2020

POST 07/153  :  FOOD SERVICE SUPERVISOR  REF NO: FOODSERV SUPERVISOR/ CARLT/2020/04 (X2 POSTS)

Directorate: Food Service

SALARY  :  R122 595 – R144 411 per annum (Level 03) (Plus Benefits)
CENTRE  :  Carletonville Hospital
REQUIREMENTS  :  Grade 10 plus a minimum of 2 years’ experience in a food service unit in a clinical environment (hospital). A Diploma or Certificate in Hospitality Services /Catering N4 – N6 will be an added advantage. Candidate must have a sound knowledge of Food Service Supervision. Candidate will be working shifts, weekends and public holidays. Skills and abilities: Food preparation skills, excellent interpersonal qualities, enthusiasm and sense of humour, assertiveness, ability to maintain good human relations, excellent written and verbal communication skills, effective team working and organizing skills, problem solving, computer skills, ability to work independently and as part of a team and high motivation level.

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

ENQUIRIES  :  Mrs. H.C. Agenbach Tel No: (018) 788 1730
APPLICATIONS  :  Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.
NOTE: The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE: 06 March 2020 16:00 PM

POST 07/154: DRIVER (LIGHT DUTY VEHICLE) REF NO: TDHS/A/2020/11 (X2 POSTS) (Posts 12 Months Contract)

SALARY: R102 534 per annum plus 37% in lieu of Benefits

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS: Basic literacy and numeracy skills. Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (C1/EC) (Code 10) driver’s licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Competencies (knowledge/skills): Ability to communicate in at least two official languages. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the District Region.

DUTIES: Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative 167 duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES: Mr Oupa Nama Tel No: (012) 451-9265

APPLICATIONS: Application can be delivered to Tshwane District Health Service, Fedsure Forum Building, Cnr Lilian Ngoyi & Pretorius Street, Pretoria Central 0002 and 01 Barnaey Hurwitz Avenue, Bronkhorstspruit District Hospital 1020.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect. No payment of any kind is required when applying for this post.

CLOSING DATE: 06 March 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za/professionaljobcentre.gpg.gov.za

CLOSING DATE: 06 March 2020. No late applications will be considered.

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

OTHER POST

POST 07/155: ARTISAN REF NO: REFS/005064 (X7 POSTS)

SALARY: R190 653 – R211 596 per annum (all-inclusive remuneration package)

CENTRE: Johannesburg
REQUIREMENTS: Appropriate Trade Test Certificate. Valid driver’s license. Be able to coordinate and generate maintenance reports, Technical analysis knowledge, Production process knowledge and skills, Knowledge of legal compliance, verbal and written communication, computer literacy, Time Management, people’s skills, Planning and organizing skills, Team work and decision making skills.

DUTIES: To generate technical reports. To inspect and compile reports for house surface beds and raft foundations for payment on behalf of regional project managers. To undertake selective site visits to inspect workmanship, quality of material and structural integrity of house surface beds and raft foundations. Receive inspection reports and conduct snag inspections. To gather project information relevant for inspections. Manage own performance and development including team allocated to you.

ENQUIRIES: Mr. Raymond Jonas Tel No: (083) 608 1168