

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. 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.

<u>APPLICATIONS</u>	:	All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: http://professionaljobcentre.gpg.gov.za/
<u>FOR ATTENTION</u>	:	Mr. Themba Psungo, Human Resources.
<u>CLOSING DATE</u>	:	27 March 2020
<u>NOTE</u>	:	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 POST

<u>POST 10/95</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT & DEVELOPMENT REF NO: REFS/005169</u> Chief Directorate: Human Resource Management
<u>SALARY</u>	:	R376 596 – R443 601 per annum (Level 09) (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus appropriate National Diploma/Degree in HR or equivalent qualification in Human resource Management/Development/Management of Training. 3-5 years' experience in Human Resource Development and Performance Management in the Public Sector. Understanding of relevant Public Service Legislation & Regulations. Internal consulting and customer relationship management. Personal Profile: Problem solving, customer management, good communication skills (written and verbal), team worker, analytical, process orientation and initiative.
<u>DUTIES</u>	:	Provide training, advice and guidance to Management and Employees on PMDS and Employee development. Performance Management process is implemented, monitored, and evaluated. Compliance to GPG PMDS Policy and DPSA regulations. Reporting requirements are maintained. PMDS electronic system is developed, implemented and maintained. Working knowledge of Performance Management is established. Establish and maintain relationships with internal clients.
<u>ENQUIRIES</u>	:	Mr. Sibusiso Nhlapo Tel No: (011) 689 6305

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.

OTHER POSTS

POST 10/96 : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: CLIMAN/HEID/002/2020**
Directorate: Clinical

SALARY : R1 173 900 per annum (inclusive package)
CENTRE : Heidelberg Hospital
REQUIREMENTS :

Grade 1: Registration with the HPCSA as Medical Practitioner Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 6 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. An additional hospital management qualification will be an advantage. Supervisory experience within a medical domain will be an added advantage. Good Communication, Leadership and writing skills.

DUTIES : Overall clinical leadership and management of allocated cluster of departments. Offer a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : Ms. P.L. Khumalo Tel No: (016) 341 1201
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/97 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: MSPEC/ANAESTH/03/20**
Directorate: Anaesthesiology Unit

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

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB, MMed and FCA (SA) or equivalent qualification. A valid registration with the HPCSA as a Specialist.

DUTIES : The successful candidate will provide clinical services and administrative work to Kalafong Provincial Tertiary Hospital as allocated. The successful candidate will be responsible for teaching and training of undergraduate and postgraduate students, medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.

<u>ENQUIRIES APPLICATIONS</u>	:	Dr. M Mbeki Tel No. (012) 373 1051
	:	must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. 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.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/98</u>	:	<u>VICE PRINCIPAL: ACADEMIC AND RESEARCH REF NO: VPAR/03/2020</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R949 482 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng College of Nursing (GCON), Johannesburg A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Knowledge and Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Competencies: Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Skilled in research, policy development and quality assurance. Attributes: Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
<u>DUTIES</u>	:	To plan, develop and monitor the implementation of a range of Nursing Education and training programmes (undergraduate and post graduate). Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility

management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meeting. Develop and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing Care, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the National Core Standards in terms of leadership and governance. Provide full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the Department and with relevant stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES
APPLICATIONS

: Ms N.D Gidimisana Tel No: (079) 881 5707
: Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street Applicants must indicate the post reference number on their applications.

NOTE

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

applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with disabilities are welcome to apply.

CLOSING DATE : 03 April 2020

POST 10/99 : **VICE PRINCIPAL: ACADEMIC ADMINISTRATION REF NO: CPAA/03/2020**
 Directorate: Nursing Education and Training

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

CENTRE : Gauteng College of Nursing (GCON), Johannesburg

REQUIREMENTS : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and universal access. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Competencies: Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Skilled in research, policy development and quality assurance. Attributes: Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

DUTIES : Monitor and evaluate the planning, implementation and evaluation of processes from recruitment to the final certification of students. Planning and co-ordination of college council meetings. Coordination of quality management processes at the campuses. Monitor and evaluate the continuous records management of students in compliance with course requirements. Monitor and evaluate the security of the examination processes. Compilation of programme evaluation reports on impact of programmes for submission to regulatory bodies. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Contribute to strategic and operational planning of the institution and monitor operational planning at the learning centres/campuses. Monitor and evaluate quality management of programme implementation including assessment at the institution. Collate regular institutional performance reports and coordinate governance structure meetings. Provide leadership and guidance towards the realization of strategic goals and objectives of the Directorate

in establishing the strategic direction of the component. Manage and ensure the integration of nursing education. Manage governance, leadership, legislation and policy as well as maintaining of positive practice environments. Develop and monitor the implementation of policies, programmes, acts and regulations with regard to Nursing Care, advice on and facilitate the implementation of the Nursing Act and other relevant legislation. Manage the promotion of health institutional governance and leadership and comply with the National Core Standards in terms of leadership and governance. Provide full-time technical and management support to the campuses. Establish, maintain and ensure a good working relationship within the Department and with relevant stakeholders. Formulate and manage the component's budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

**ENQUIRIES
APPLICATIONS**

: Ms. ND Gidimisana Tel No: (079) 881 5707
 : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street Applicants must indicate the post reference number on their applications.

NOTE

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

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

- CLOSING DATE** : 03 April 2020
- POST 10/100** : **CLINICAL COORDINATOR REF NO: CLCO/03/2020**
Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Gauteng College of Nursing (GCON), Johannesburg
- REQUIREMENTS** : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Skills And Knowledge: Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driver's license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
- DUTIES** : Plan and coordinate placement of students with all nursing education institutions in the province. Evaluation of clinical facilities for compliance to nursing education and practice standards. Monitor and evaluate the quality management of clinical education and training. Manage electronic records of clinical placement and clinical education and training outcomes and competence of students. Recruit and participate in the selection of clinical preceptors. Coordinate the training of clinical preceptors. Develop and maintain a masterplan for clinical placement of students in the province.
- ENQUIRIES** : Ms. ND Gidimisana Tel No: (079) 881 5707
- APPLICATIONS** : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street Applicants must indicate the post reference number on their applications.
- NOTE** : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of

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

- CLOSING DATE** : 03 April 2020
- POST 10/101** : **PROGRAMME COORDINATOR (UNDERGRADUATE PROGRAMMES)**
REF NO: PCUP/03/2020
Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Gauteng College of Nursing, Johannesburg
- REQUIREMENTS** : A Degree in Nursing. Registration with the South African Nursing Council as General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's

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

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

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APPLICATIONS : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.

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

verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE : 03 April 2020

POST 10/102 : **EXAMINATION COORDINATOR REF NO: EXMC/03/2020**
Directorate: Nursing Education and Training

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

CENTRE : Gauteng College of Nursing (GCON), Johannesburg

REQUIREMENTS : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education Qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Skills And Knowledge: Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driver's license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and provide constructive inputs into programme reviews. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilizing excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Detailed knowledge and understanding of the South African Nursing Council and Council on Higher Education prescripts governing Nursing Education and assessments. Ability to analyse assessment data and generate reports related outcomes including trend analysis. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources.

- DUTIES** :
- Coordinate the central setting of examinations. Coordinates Internal and External Moderation. Develop and coordinate the implementation of Examination Pathways. Develop and coordinate the implementation of Examination Time Tables. Ensures Security in the distribution of Examination material to and from Campuses and external Moderators. Coordinates Examination and Promotion Committee (EPC) meetings. Monitors the publication of examination results. Develops, schedules and monitors the viewing and remarking of examination scripts. Coordinates the appeals processes and collates reports for submission to the appeals committee. Develop reports on outcomes of appeals committee meetings for submission to the governing body.
- ENQUIRIE APPLICATIONS** :
- Ms. ND Gidimisana Tel No: (079) 881 5707
- Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.
- NOTE** :
- Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. People with Disabilities Are Welcome to Apply. It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually

disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/103** : **PROGRAMME COORDINATOR (POSTGRADUATE PROGRAMMES)**
REF NO: PCPP/03/2020
Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Gauteng College of Nursing, Johannesburg
- REQUIREMENTS** : A Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Nursing Education and Nursing Administration qualification. Master's degree in Nursing will be an added advantage. A minimum of eleven (11) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of seven (7) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education qualification. Management experience in a Nursing College or higher nursing education institution. A valid driver's licence. Computer certificate/literacy. Skills And Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
- DUTIES** : Facilitate the development of programmes and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.
- ENQUIRIES** : Ms. ND Gidimisana Tel No: (079) 881 5707
- APPLICATIONS** : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.
- NOTE** : Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).

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

- CLOSING DATE** : 03 April 2020
- POST 10/104** : **REGISTRAR: ACADEMIC AND QUALITY CLINICAL COORDINATOR**
REF NO: RAQCC/03/2020
 Directorate: Nursing Education and Training
- SALARY** : R843 618 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
- CENTRE** : Central Office: Head Office
- REQUIREMENTS** : A Degree in Nursing, Master's Degree in Nursing will be an added advantage. Registration with the South African Nursing Council as a General Nurse and Midwife, and additional qualifications in Nursing Education and Nursing Administration. A minimum of 11 years' experience as a professional nurse of which a minimum of 7 years must be in a nursing education institution after having qualified as a nurse educator. Experience in educational programme development, research and management experience in nursing education in a college or a higher education institution. Must have a valid driver's licence. Computer Certificate/Literacy. Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the

political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Detailed knowledge and understanding of the South African Nursing Council and Council on Higher Learning prescripts governing Nursing Education and assessments. Ability to analyse assessment data and generate reports related outcomes including trend analysis. Ability to develop annual and five year analytical reports on the assessment outcomes. Commitment to Nursing Education, Training and Practice. Commitment to excellence in Nursing Education, Training and Practice. Ability to collate, monitor and evaluate assessment data from multiple sources. Ability to capture data and generate reports on a Management Information System.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Ms. ND Gidimisana Tel No: (079) 881 5707
: Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications

NOTE

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

candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/105** : **DEPUTY DIRECTOR MANAGER NURSING REF NO: DDMN/02/2020 (X1 POST)**
Directorate: Nursing
- SALARY** : R843 618 per annum
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and a qualification in Nursing Administration. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practicing Certificate. Applicant must be in possession of a valid South African driver's license, must be able to work under pressure. Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17. Knowledge and skills: have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Understanding of Performance Management and Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient's Rights Charter and Quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through

proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district and institutions. Implement Batho Pele Principles, Patient's Rights Charter and Quality Assurance programme. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital's quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery.

**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 and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 27 March 2020

POST 10/106

REGISTRAR

Directorate: Prosthodontics

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 – R858 711 per annum (All-inclusive package)
 : University of Pretoria Oral Health Centre
 : BChD/ BDS degree or equivalent qualification. Registered with HPCSA as a Dentist in the category independent practice. At least two years general dental practice experience. Recommendations Passed primary subjects needed for specialization.

DUTIES

: The successful candidate will, in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Prosthodontics, also participate in the lecturing and clinical teaching activities of the Department. Carry out service rendering (patient care). Perform research linked to the requirements of the course.

ENQUIRIES

: Prof LM Sykes Tel No: (012) 319 2681/2446 OR Mrs Ina Swart, Tel. No: (012) 301 5705

<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/107</u>	:	<u>REGISTRAR CORPORATE AFFAIRS REF NO: RCA/03/2020</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R733 257 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).
<u>CENTRE</u>	:	Gauteng College of Nursing, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/Advanced National Diploma (NQF level 7) in Public Administration Management. A relevant post -graduate degree/ qualification (NQF Level 8) will be an added advantage. A minimum of 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience in a junior management level. Computer certificate or Computer literacy (MS Word, Ms PowerPoint, MS Excel, MS Excess and MS Outlook). A Valid driver's license. Skills And Knowledge: An understanding of the Department of Higher Education and Training's strategic vision and priorities, Knowledge of the Public Service Act, Employment of Educators Act, Labour Relations Act and Public Finance Management Act, Archives Act. Knowledge of Policies and Legislation governing nursing education and training. Knowledge of policies and legislation of the Public Service and employment services in South Africa. Knowledge of Council on Higher Education accreditation regulations for Nursing Education and Training. Quality assurance Management will be an added advantage. Experience in managing people and projects with the ability to plan strategically. Ability to work with a team. Willing to work irregular hours and travel. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting, budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
<u>DUTIES</u>	:	Provide operational and strategic leadership in the areas of Human Resources, Facility Management, Information Technology, Procurement, Finance, Records Management, Fleet Management, Employee Wellness and Student Affairs. Responsible and accountable for the effective delivery of Quality Assurance in each of the areas mentioned. Ensure that the college administration is managed in line with both CHE and SANC. Ensure that all campuses' administration is completed in line with the college administration policies and SOPs. Provide administration support to the Principal and all other relevant stakeholders (College Council, CHE, SANC, GPG Central Office and NDOH). Coordinates and drives the preparation for the quarterly/ annual reviews and audits of the college's operational and strategic plan. Encourages and builds organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and

quality assurance. Oversee proper and effective management of the college's assets and facilities. Ensure provisioning of appropriate and cost-effective services. Participates in tender processes of the college and service level agreements in relation to contract management and affairs of the students. Responsible for Information Technology and information management solutions to meet the specific needs of the college and campuses. Responsible for communication and marketing for the college. Attends internal and external meetings as delegated by the college.

ENQUIRIES
APPLICATIONS

: Ms. ND Gidimisana Tel No: (079) 881 5707
: Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.

NOTE

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

CLOSING DATE : 03 April 2020

POST 10/108 : **DEPUTY DIRECTOR: TRANSFER PAYMENTS REF NO: DDTP/03/2020**
 Directorate Budget Management
 Sub Directorate: Transfer Payments

SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Head Office

REQUIREMENTS : An appropriate National Diploma/Degree in Accounting/Financial Management and or a Commerce related recognized qualification. 3-5 years' relevant experience at an Assistant Director's level in the budget/expenditure/conditional grant management environment. Knowledge of Basic Accounting Systems (BAS), SAP and business process management systems. Be computer literate, knowledge and implementation of Public Finance Management Act as amended and Treasury Regulations. Performance management, monitoring and report writing. Government systems and structures. Government decision making processes. Understanding of the management information and formal reporting system. Dealing with misconduct, internal control and risk management. Knowledge and Skills. Project management principles and tools, interpersonal skills, budget forecasting, resource planning skills, problem solving and decision-making skills, time management skills, business and communication skills. The ability to work efficiently and effectively at all times. Able to work overtime and travel around the province. A valid driver's licence.

DUTIES : Review and update Memorandums of Agreements (MOAs)/ Service Level Agreements (SLAs). Update transfers budget on database for MTEF and adjustment. Compile gazette information on transfers to municipalities. Analyze quarterly expenditure reports from funded entities for compliance. Clear misallocations. Manage financial monitoring and support of funded NPOs. Perform monitoring visits to funded NPOs and entities. Authorise payments to funded/contracted NPOs and other entities. Coordinate Transfer Certificates. Monitor the implementation of the findings and recommendations of the AG. Respond to AG queries. Attend quarterly Grant Management meetings on behalf of the department. Check and authorise monthly Annexures to Interim Annual Financial Statements (IAFS).

ENQUIRIES : Montwedi Botsane Tel No: (082) 941 8104

APPLICATIONS : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street. Applicants must indicate the post reference number on their applications.

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

the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

- CLOSING DATE** : 03 April 2020
- POST 10/109** : **ASSISTANT MANAGER NURSING AREA: PAEDS SPECIALTY (PNB4)**
Directorate: Nursing
- SALARY** : R562 800 – R652 437 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 and Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least one (1) year, accredited with the SANC in Child Nursing Science. Diploma in Nursing Management/Administration will be an added advantage and will be given a priority. Diploma in Nursing Education will be an added advantage. Current Proof of SANC receipt (2020). A minimum of ten (10) years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognisable experience in the Paeds specialised area after obtaining the one (1) year post basic qualification in Paeds Specialty. Three (3) years of the period referred to above must be in managerial level. Three (3) years' experience of in-patient management. Skills: Knowledge of Nursing care processes and procedures, Nursing statute and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients' Rights Charter and Responsibilities. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure etc. Leadership, Organisational, decisions making and problem solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict and counselling. Financial and budgetary knowledge

<u>DUTIES</u>	: pertaining to the relevant resources under management. Insight into procedures and policies pertaining to Nursing Care. : Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources, Human, Financial and Nursing Services. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self-development. Perform an elementary clinical nursing practice and nursing standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	: Ms. M.V. Mathabatha Tel No: (012) 318-6622
<u>APPLICATIONS</u>	: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>NOTE</u>	: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than 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. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	: 27 March 2020
<u>POST 10/110</u>	: <u>OPERATIONAL MANAGER (SPECIALTY) PAEDIATRIC DEPT REF NO: SEB/OMS/0120 (X1 POST)</u> Directorate: Nursing (Paediatric)
<u>SALARY</u>	: R562 800 - R633 432 per annum (plus benefits)
<u>CENTRE</u>	: Sebokeng Hospital
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Paediatric Nursing in terms of R212. Diploma/Degree in Nursing Admin will be an added advantage. Current registration with the SANC – as a Professional Nurse and Midwife. Principles of management-Supervisory, problem solving, conflict resolution and interpersonal skills; Leadership, communication skills and computer literacy. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public Sector policies and protocols. Human resources and financial management. Knowledge of

UPFS billing forms, NCS, HIS performance indicators related to Paediatric Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife. At least 5 years of the 9 years must be appropriate/recognizable experience in Neonatal/ Paediatric Department after obtaining the one-year diploma in Child Nursing.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager – Nursing: Paediatric and Neonatal Unit when necessary.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016) 930 3066
APPLICATIONS : Applications should be hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. People who previously applied are encouraged to apply. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 03 April 2020

POST 10/111 : **OPERATIONAL MANAGER SPECIALITY REF NO: SEB/OMS/0220 (X1 POST)**
Directorate: Nursing (Theatre)

SALARY : R562 800 – R633 432 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Operating Theatre Nursing Science in terms of R212. Diploma/Degree in Nursing Admin will be an added advantage. Current registration with the SANC – as a Professional Nurse and Midwife. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife. At least 5 years of the 9 years must be appropriate /recognizable experience in Operating Theatre after obtaining the one-year diploma.

DUTIES : Principles of management: Supervisory, problem solving, conflict resolution and interpersonal skills; Leadership, communication skills and computer literacy. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public Sector policies and protocols. Human resources and financial management. Knowledge of UPFS billing forms, NCS, HIS performance indicators related to Operating Theatre. Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human,

	:	material and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager – Nursing: Operating Theatre
<u>ENQUIRIES</u>	:	Deputy Director S.J.K. Sejeng Tel No: (016) 930 3302
<u>APPLICATIONS</u>	:	should be posted to Private Bag X058, Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed Z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (6) months after the closing date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 10/112</u>	:	<u>OPERATIONAL MANAGER- HAST PROGRAM REF NO: OM/HEID/012/2020 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic Qualification accredited with the SANC in terms of Government Notice 425(i.e. Diploma or Degree In nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with the SNAC in terms of Government Notice No. R212 in the relevant specialty (PHC). A minimum of 9 years appropriate/recognisable experience in nursing after registration a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty (PHC). HAST coordinator experience will be an added advantage. Basic HIV/AIDS, TB, PMTCT, HTS, NIMART, IMCI, NAS, CCMDD and Tier.net system trained. Candidate must have a minimum of Five (5) years working experience with HAST patients including children and pregnant women. Experience in General Nursing in managing patients in general wards will be an added advantage (medical and surgical patients). Computer Literacy & training is Compulsory. Able to work in a highly pressured environment and driven by a sense of urgency to meet the deadlines. A strategist who is client focused. Good communication, leadership, problem solving, report writing and data/information management skills.
<u>DUTIES</u>	:	Coordinate and monitor the effective implementation of HAST programmes and Adherence thereof within the hospital/outpatient areas (i.e. HTS, UTT, TB-FAST strategy, CCMT, NAS, CCMDD, NIMART, PMTCT Step down care, Clinical forensic Medical service and Tier.net data system. Ensure mentoring and coaching of team (MDT) members on HAST programmes guideline and polices to ensure quality patients care. Ensure development of staff on relevant changes in the HAST programmes. Monitor data capturing, analysis/validation and submission including Tier.net system Analysis & Management. Effectively monitoring of the performance of all hast programmes. Coordinates FACPMR/DATA meetings. Attend meetings, give feedback and implement new changes in the programmes and monitor progress. Monitor and ensure proper

utilization of human, financial and physical resources. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter sectorial and multidisciplinary). Manage workplace discipline and conflict. Ensure optimal quality care according to priority areas of national core standards. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice.

ENQUIRIES
APPLICATIONS

: Mrs. P.E. Thithi Tel No: (016) 341 1182
: Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE

: must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE

: 03 April 2020

POST 10/113

: **OCCUPATIONAL HEALTH & SAFETY NURSE PRACTITIONER (PNB-1) REF NO: OHS/HEID/004/2020**

Directorate: Nursing

Re-advert Candidates that previously applied need to re-apply.

SALARY
CENTRE
REQUIREMENTS

: R444 276 per annum (plus benefits)
: Heidelberg Hospital
: Diploma in general nursing/National Diploma in Occupational Health & Safety Nursing qualification that allows for registration with the SANC. Dispensing licence will be an added advantage. A minimum of 7 years appropriate/recognisable experience in General nursing after registration as Professional Nurse with the SANC. One year post basic qualification in Occupational Health and Safety. 3- 5 years' experience in providing Occupational Health and Safety Services. Knowledge/course in an Integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Good verbal and written communication skills. Computer skills. Ability to work under pressure and a changing environment. Work independently and well interpersonal skills. Knowledge of Basic Human Resource Management and financial management legal framework.

DUTIES

: Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide Occupational Health services to Employees that lead to the promotion, protection and restoration of the employees' health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop an independent health and safety program in a workplace. Develop disease prevention programs. Do risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Education of all employees on preventive measures against occupational hazards. Promotes health living and working conditions. Develop relevant Occupational Health and Safety protocols and SOP's. Establish a referral system for the institution, programme development, expansion and implementation and marketing of OHS Services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.

ENQUIRIES APPLICATIONS : Ms. L. Msiza Tel No: (016) 341 1203
 : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/114 : **PROFESSIONAL NURSE SPECIALTY PAEDIATRICS REF NO: PROED/HEID/006/2020 (X1 POST)**
 Directorate: Nursing
 Re-advert. Candidates that previously applied need to re-apply.

SALARY CENTRE REQUIREMENTS : R383 226 per annum (plus benefits)
 : Heidelberg Hospital
 : Grade 1: Minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of Paediatrics.

DUTIES : Computer literacy. Good verbal and written communication and report writing skills. Decision and problem-solving skills. A good understanding and application of the Scope of Practice, be able to function as an effective team member by being flexible. High energy levels and tolerance for stress. Good work management planning and organizing skills. Problem analysis/solving skills and accurate record keeping. Knowledge and utilisation of stock control. Liaison between patients, doctors and personnel. Excellent interpersonal and communication skills at all levels. Clinical competence and quality patient in Integrated Management of Childhood Illnesses. Compliance to infection control principles and waste management guidelines. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with National Core standard. Work overtime when required.

ENQUIRIES APPLICATIONS : Ms. Z. Dladla Tel No: (016) 34111287
 : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/115 : **PROFESSIONAL NURSE SPECIALTY ADVANCE MIDWIFE REF NO: ADVHEID/004/2019 (X1 POST)**
 Directorate: Nursing
 Re-advert Candidates that previously applied need to re-apply.

SALARY CENTRE REQUIREMENTS : R383 226 per annum (plus benefits)
 : Heidelberg Hospital
 : Grade I: Minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of advanced midwife. Grade II: A minimum of 14 years appropriate/recognisable Experience in Nursing as Professional nurse with the SANC in General nursing. At least 10 years of the period referred

to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty (advanced midwifery). Computer literacy. Certificate in ESMOE training will be an added advantage. Communication and Problem-solving skills.

DUTIES : Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP and PMTCT guidelines. Promotion of MBFHI. Minimize Obstetrical Patient Safety Incidents. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with National Core standard, policies, regulations, protocols, guidelines and SOP. Accurate data collection.

ENQUIRIES : Ms. L.B. Dhlamini Tel No: (016) 34111266
APPLICATIONS : should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/116 : **ASSISTANT DIRECTOR: ADMINISTRATION (OFFICE MANAGER)**
REF NO: ASDA/03/2020
 Directorate: Budget and Revenue Management
 Office of the Chief Director

SALARY : R376 596 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate three-year Degree/National Diploma in Office Management/Management/Public Management or equivalent qualification with 3-5 years' relevant experience, including two (2) years' supervisory experience. Extensive experience in office management, administration, and coordination, or related work. Knowledge of PFMA and other Financial Prescripts. Ability to work effectively with internal and external stakeholders. Job related skills: Communication (verbal and written), Computer skills, Interpersonal relations, Attention to detail, quality control, Problem solving, Planning and organizing, Management, Facilitation, Administrative. Ability to work proactively and under pressure.

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

ENQUIRIES : Sylvia Ndhlovu Tel No: (071) 384 4593
APPLICATIONS : Applications posts must be submitted to the recruitment and selection unit, Gauteng Department of Health, Private Bag X 085, Marshalltown, 2107, or hand delivered at 45 Commissioner Street.

NOTE : Applicants must indicate the post reference number on their applications. Applications must be filled on a Z83 form accompanied by a

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

- CLOSING DATE** : 03 April 2020
- POST 10/117** : **FACILITY INFRASTRUCTURE MANAGER REF NO:**
FIM/HEID/009/2020
Directorate: Administration
Re-advert Candidates that previously applied need to re-apply.
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : An appropriate recognize qualification in Facility Management or Grade 12 with 5 years relevant experience in facility Management. People and change management skills. Communication, Customer relations skills. Sound Knowledge of procurement Policies and Procedures, PFMA, Provisioning admin procedure, Manual and SAP system, Batho Pele

Principles and the mission and vision of the department of Health. Computer Literacy, Administration skills. Vendor Management. Project management and oversee reconciliations. Problem solving skills, conflict management, good interpersonal and leadership skills.

DUTIES : Ensure better health facility in the interest of quality health care. Participate in OHS, Monitoring, FMU and other committees, Control and Manage FMU Budget. C-ordinate meeting of all stakeholders internally and externally. Maintain and update maintenance register. Develop and submit a list of priority project on time. Implement minor capital projects. To render Planning and Commissioning Service. To operate within allocated budget. Maintain and update parking and accommodation register.

ENQUIRIES : Ms. P.L. Khumalo Tel No: (016) 341 1102

APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/118 : **CASE MANAGER REF NO: CASMAN/HEID/003/2020**
 Directorate: Nursing Non-OSD
 Re-advert Candidates that previously applied need to re-apply.

SALARY : R257 508 per annum (plus benefits)

CENTRE : Heidelberg Hospital

REQUIREMENTS : A health related diploma or degree registerable with the Professional body (SANC/HPCSA).2-4 years recognisable clinical experience and be familiar with the standard procedures and practices in the health Care System and be able to use critical thinking skills to make ethical decisions. Knowledge of medical billing and procedures. Experienced in ICD 10 coding and ability to link patient diagnosis with procedural codes. Good knowledge of UPFS. Ability to work with excel spreadsheets, Microsoft word and web-based programmes (medical aids). Excellent communication skills.

DUTIES : Responsible for confirmation/authorisation of medical aid patients telephonically/online for all admissions and outpatient's consultations, of all private and externally funded patients within 36 hours of admission/accessing medical care within the facility. Ensure accurate ICD 10 coding and prescribed minimum benefits (PMB) applications to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing clerks to raise correct claim rand amount towards revenue collection. Be able to bill medical aid patients. Audit all claims for ICD 10 coding and UPFS accuracy before submitted for payments. Submit monthly statistics report on Hospital ICD 10 coding. Manage insurance and accidents claims. Assist with discharge planning or the management of patient care. In the units. Assist in reducing re-admissions and weighing the necessity of medical treatment. Monitor and analyse budget variances and be able to develop strategies to address variances. Ability to act as liaison between the patient, their families and the health care personnel to ensure that the necessary care is provided effectively. Ensure safekeeping of patient records. Be able to gather data, prepare and compile reports to ensure appropriate services and client's activities tracking system in relation to care plan.

ENQUIRIES : Mr. M. Khopo Tel No: (016) 341 1210

APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/119 : **COMMUNICATION OFFICER REF NO: COM/HEID/010/2020**
 Directorate: Administration
 Re-advert Candidates that previously applied need to re-apply.

SALARY : R257 508 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : An appropriate recognize three (3) year National Diploma (NQF6) or Degree in Marketing and/or Public Relations and/or Communication, Journalism and Corporate communication with 2yrs experience or grade 12 With a sound reference. Good understanding and knowledge of communication officer with a sound reference. Good Understanding and knowledge of communication, good interpersonal relations, project planning, good marketing, good Media liaison skills, ability to prepare reports. Be computer literate. Valid driver's licence.

DUTIES : Develop and implement communication strategy. Plan, organize, lead, coordinate and control all Communication activities of the department. Ensure proper interpretation, application, and adhere to all Statutory requirements as well as guidelines issued by the Department of Health. Liaise with internal and external stakeholders. Enforcement of good behavioural attributes. Facilitate inter-departmental Communication mode/channel. Advice Hospital Management based on information obtained from various Sources. Promote Health Programmes through promotional material. Establish and maintain a good working Relation with media and other stake holders. Secretary and liaison person to and on behalf of the Hospital Board. Emphasize Batho-Pele Principles to staff members using different forms of communication. Facilitate the process of News-Letter. Write and edit reports of activities in the department for publication. Facilitate and Communicate with community with regards to health-related issues such as Patients right charter, prevention of airmanship, etc. Familiarize the community with official policies that governs the hospital. Co-ordination Of all events and functions. Management of Notice boards information. Supervise switchboard and registry. Provide and help in the promotion of the corporate image and identity of the Hospital. Managing and maintaining various social media platforms. Perform any other duties that may be requested from time to time.

ENQUIRIES : Ms. P.L. Khumalo Tel No: (016) 341 1201
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 03 April 2020

POST 10/120 : **CHIEF ADMINISTRATION CLERK REF NO: UPOHC/0001/2020**
 Directorate: Administration

SALARY : R257 508 – R303 339 per annum (Plus benefits)
CENTRE : University of Pretoria Oral Health Centre

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus more than 10 years' experience. At least 5 years relevant knowledge and experience of all aspects of Patient Administration including Financial Systems - PAAB, UPFS TARIFFS, Patient Classification categories, PFMA/Treasury Regulations/Treasury Instructions. Computer Skills, Good verbal and written communication skills. Good Management and problem - solving skills. Ability to work under pressure in a changing environment. The ability to interpret directives and procedures pertaining to Patient Administration.
<u>DUTIES</u>	:	Supervision of line function staff and all administrative and financial functions in the sub-Component Patient Affairs. Control the recording of patient information the Patient Administration section. Supervise the handling of cash, issuing of receipts and accounts, balancing and depositing of revenue daily. Compilation and submission of accurate patient statistics to improve efficiency. Control usage of Photocopier and Office PC's. Responsible for problem solving, maintaining discipline, conflict resolution, verbal and written exchange of information, routine notes, memos and reports, motivation of staff, team building. Responsible for personnel performance evaluations and monitoring of attendance.
<u>ENQUIRIES</u>	:	Mrs TP Du Plessis Tel. No: (012) 301 5712
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2.1, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5713.
<u>NOTE</u>	:	Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae 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.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/121</u>	:	<u>LIBRARIAN REF NO: LBR/03/2020 (X1 POST)</u> Re- advertisement: Applicants who are previously applied are also encouraged to re-apply.
<u>SALARY</u>	:	R257 508 - R303 339 per annum (plus benefits)
<u>CENTRE</u>	:	Rahima Moosa Nursing College
<u>REQUIREMENTS</u>	:	A 3 year Diploma/Degree in Library Information Science with 0-2 years' experience in provision of library service. Have good knowledge of library systems: LIBWIN or URICA or SYMPHONY, PowerPoint, Excel). Knowledge of library policies. Good communication (verbal & written), organisational and problem solving skills. Ability to work under pressure. Valid code 8 (manual) driver's licence and proof of computer literacy.
<u>DUTIES</u>	:	provision of library and information service: acquisitions election, arrangement, presentation, indexing and making available of literature and stock. Library orientation of students and new staff members. Assistance with research activities of the students and college projects. Management of study canter management od use of library photocopy machine. Marketing of the library, including book exhibitions, open day, pamphlets and newsletters. General administration of the library. Physical processing of library materials. Dealing with telephonic queries. Circulation of journals and other relevant materials to staff members. Attending library related meetings. Adhere to regular reporting requirements by preparing, analysing and submitting library monthly and quarterly reports. Conducting library stocktaking. Needs assessment related to library requirements and/or information systems.
<u>ENQUIRIES</u>	:	Mr.N.J Machaba Tel No: (011)2473345

- APPLICATIONS** : must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road gate 4, Coronation Ville or posted to Private Bag x116, Melville, 2109.
- NOTE** : It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQU). The Gauteng Department of Health supports the appointment of person with disabilities". It is our intention to promote representatively (race, gender and disability) in the public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualification verification, crime record check as well as credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical element. Following interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPISA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS competency assessment tool. The successful candidates will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership f Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interest. Identified candidates will be subjected to a government specific generic competency assessment as well a technical practical exercise as part of the selection process.
- CLOSING DATE** : 27 March 2020
- POST 10/122** : **HUMAN RESOURCES CLERK REF NO: 3/4/2/1/5 (X1 POST)**
Directorate: Nursing Education and Training
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefits)
- CENTRE** : Ann Latsky Nursing College
- REQUIREMENTS** : Senior Certificate (grade 12) or equivalent qualification or Grade 10 Certificate with ten (10) years or more relevant experience. Evidence of computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently, Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within H/R in the Public sector. High verbal and written communication skills. (PERSAL certificates will be an added advantage).
- DUTIES** : Responsibilities shall include but are not limited to the following: Recruitment and Selection, (secretarial duties at interviews). Administration of all exits such as terminations, resignations, retirements and death cases. Administration of employee benefits such as leave, long service recognitions, housing and uniform allowances, probation of service. Record keeping and the implementation of a data basis of students. Administration of relocations and transfers. Maintain record keeping and filling.

- ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel. No: (011) 644-8917.
- APPLICATIONS** : Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006 or apply online at www.gautengonline.gov.za
- NOTE** : Applications must be submitted on a Z83 form with your Receipt and attached Qualifications State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you do not hear from us in three months' time from the date of closure please consider your application as unsuccessful.
- CLOSING DATE** : 27 March 2020
- POST 10/123** : **ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: 3/4/2/1/1 (X2 POSTS)**
Directorate: Nursing Education and Training
- SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefits)
- CENTRE** : Ann Latsky Nursing College
- REQUIREMENTS** : Grade 12 Certificate (Senior Certificate) or Grade 10 Certificate with ten (10) years or more relevant experience. Good Interpersonal Skills. Excellent Communication Skills (Verbal and written) Evidence of computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently. Knowledge of regulations and other legislative framework. Knowledge of learner management information systems. A valid driver's license.
- DUTIES** : Responsibilities shall include but are not limited to the following: Program administration. Administration of accommodation for students. Administration of the placement of students. Application of higher education administrative processes. Data capturing and utilisation of the learner management information systems. Administration and management of theoretical and work integrated learning student records. Application of legislation and policies related to administrative processes as well information security measures.
- ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917
- APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, Receipt and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006 or apply online at www.gautengonline.gov.za
- NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received

after closing date will not be considered. If you do not hear from us in three months time from the date of closure please consider your application as unsuccessful.

CLOSING DATE : 27 March 2020

POST 10/124 : **ADMINISTRATION CLERK REF NO: UPOHC/0002/2020**
Directorate: Administration

SALARY : R173 703 – R204 612.per annum (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Minimum Grade 10 with 5 – 10 years appropriate experience or Grade 12 (matric) with 2 – 5 appropriate experience in Patient Administration especially in Records. Can under pressure. Knowledge of Batho-Pele Principles, Patient's Rights and Responsibilities. Computer skills, good communication skills, interpersonal relationship skills, good telephone etiquette and customer care. Knowledge and experience of PAAB serve as a recommendation. Comply with relevant prescripts and regulations.

DUTIES : Patient Registration, billing and classification. Filing and retrieval of patient's records, and other documents related to patient files in all areas. Rotate to other sections of Patient Administration when requested. Daily recording of patient's statistics. Safekeeping and disposal of files and documents in terms of the National Archives Act. Storage and retrieval of documents and files. Daily booking of patients and tracing of missing files. Correct capturing and implementation of downtime register and tool. Tracking and checking movement history of patient on the system and register book. Perform all other duties of patient administration as delegated by the supervisor. Participation in the Performance Management Development System (PMDS).

ENQUIRIES : Mrs TP du Plessis Tel No: (012) 301 5712
APPLICATIONS : Quoting the relevant reference number. Direct applications to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012)301 5713.

NOTE : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae 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 : 27 March 2020

POST 10/125 : **STAFF NURSES REF NO: KPTH/SN/02/20**
Directorate: Nursing

SALARY : Grade 1: R171 318 – R192 879 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification, Qualification that allows registration with the SANC as staff Nurse/Enrolled Nurse. Current registration with the South African Nursing Council (SANC) as Enrolled Nurse /Staff Nurse. Proof of SANC receipt (2020). Knowledge: Knowledge of Nursing care processes and procedures, Nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients' rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc. Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality elementary nursing care as directed by relevant health facility. Demonstrate elementary understanding of nursing

		legislation and related legal and ethical nursing practices. Skills: Basic communication skills, Basic Writing skills Ability to function as part of a team, Basic interpersonal skills, Elementary facilitation.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha Tel No: (012) 318-6622
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than 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. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 10/126</u>	:	<u>ASSISTANT NURSES REF NO: KPTH/ENA/02/20</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R132 525 – R149 163 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent, One (1) year Nursing Assistant Certificate that allows registration with South African Nursing Council (SANC). Current registration with the South African Nursing Council (SANC) as Nursing Assistant. Proof of SANC receipt (2020). Knowledge: Knowledge of Nursing care processes and procedures, nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients' rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc. Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality elementary nursing care as directed by relevant health facility. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Skills: Good communication skills, Ability to function as part of a team, Good interpersonal skills, Team player, Initiative, Cooperation, Pro-activeness and responsiveness.

- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 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. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 27 March 2020
- POST 10/127** : **SECURITY OFFICER REF NO: KPTH / SO/02/20**
Directorate: Facility Management
- SALARY CENTRE REQUIREMENTS** : R122 595 – R144 411 per annum (Plus Benefits)
Kalafong Provincial Tertiary Hospital
Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months) and Grade C security certificate with 3-5 years' experience. Twelve (12) months or more experience in a hospital environment will be an added advantage. A valid driver's licence will be an added advantage. CCTV cameras operation certificate with practical experience not older than six (6) months. Ability to work under pressure and willingness to work shifts, weekend and extended hours. Knowledgeable of security laws MISS, MPSS and control of access to public premises and vehicle Act no. 53 of 1995.
- DUTIES** : Guarding and patrolling. Ensure that all visitors and members of staff vehicles are parked at appropriate parking bays. Searching of missing or absconded patients. Fire prevention, reporting of defects safe guarding and securing of hospital assets, members of staff and public. Check around the buildings at regular intervals for suspicious persons, objects and report incidents.
- ENQUIRIES APPLICATIONS** : Mr. S Boya Tel No: (012) 3186706
must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications

must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Applications 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** : 27 March 2020
- POST 10/128** : **HOUSEHOLD WORKER REF NO: HOUWORK/02/20**
Directorate: Nursing
- SALARY** : R102 534 - R120 780 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months). Twelve (12) months proven experience in a formal clinical or hospital environment will be an added advantage. Able to read and write. Skills: Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work as a team and under pressure. Must be willing to work shifts, weekend, public holidays and night duty.
- DUTIES** : Ensure a clean and secure environment for patients and personnel. E.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors, windows, medical equipments, refrigerators and etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Adhere to safety regulations. Disinfection of beds after patient is demised or discharged. Perform duties as required per job description, work schedule and delegated duties by Operational Manager or Sister in-charge of shift.
- ENQUIRIES** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
- APPLICATIONS** : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: Kalafong Tertiary Hospital is committed to the pursuit of diversity

and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 27 March 2020
- POST 10/129** : **FOOD SERVICE AID REF NO: FOOD/HEID/007/2020 (X1 POST)**
Directorate: Support
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : ABET (Adult Education and Training) or NQF level 2, Basic numeracy and Literacy skills. Knowledge of health safety measures, cleaning equipment.
- DUTIES** : Prepare and serving of food to patients in accordance with health and hygiene standards, work shift Including public holidays and weekends, ensuring effective and economic running of the unit, use of equipment and Apparatus correctly to prevent breakages, placing of internal requisitions (VA2) according to schedules, assist With receiving of stock, internal and external (check quality and quantity). Packing of all supplies in the correct storage, Daily stock control, updating of bin cards, weighing and issuing of ingredients for daily production, cleaning of storage areas according to the cleaning programme.
- ENQUIRIES** : Mrs. N.L. Tsotetsi Tel No: (016) 341 1260
- APPLICATIONS** : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
- CLOSING DATE** : 03 April 2020
- POST 10/130** : **PORTER REF NO: PORT/HEID/008/2020 (X1 POST)**
Directorate: Support
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : ABET (Adult Education and Training) or NQF level 2, Ability to read and write. Good communication and written skills. Good Customer Care.
- DUTIES** : Transporting of patients to the relevant wards, cleaning of wheelchairs and trolleys, transporting of corpses to the mortuary and complete register, replace oxygen cylinders, Compulsory shift work.
- ENQUIRIES** : Mr. M. Mgemezulu Tel No: (016) 341 1105/1106
- APPLICATIONS** : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- NOTE** : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Candidates that previously applied need to re-apply. Please note that the successful candidate will be subject to OHS Medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
- CLOSING DATE** : 03 April 2020

POST 10/131 : **SESSIONAL DIAGNOSTIC RADIOGRAPHER REF NO: MRH/10/03/2020 (6 POSTS)**
 Directorate: Diagnostic Radiographer

SALARY : R210.00 – R290.00 per hour
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Diploma/Degree in Diagnostic Radiography. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer must be attached. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Knowledge of CT Scanner will be an advantage. Good communication, organizational and conflict resolution skills.

DUTIES : Select the exposure factor with due cognizance of all factors. Expose and Process X-rays and ensure X-rays are taken and meet high professional Status. Make sure that regulations pertaining to radiation; protection and Safety are adhered to and that budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates; plan; Organize and supervise the provision of general and specialized Radiography Services and students. Must be able to work independently without supervision. Must be willing to cover a 24 hour duty roster; that is work shifts: night duty; weekends; Public Holidays. Be able to work theatre; ward Radiography; and Flouroscopy procedure as and when requested.

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 : 31 March 2020

OFFICE OF THE PREMEIR

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

APPLICATIONS : may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 27 March 2020

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with

reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 10/132** : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF COMMUNITY SAFETY REF NO: 005167**
(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 521 591 – R1 714 074 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration an additional qualification in Safety and Security will be an added advantage. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of

organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Directly responsible for the Development of the Gauteng wide perspective on safety policy priorities. Implementation of measures to reduce crime and corruption in the province. Monitoring police service delivery to communities. Encouraging community participation through various community forums. Mobilisation of communities in the fight against crime. Intervening to minimise the factors that contribute to gender based violence and crime against women and children. Implement school safety programmes that seeks to capacitate learners on safety matters. Enforce compliance to road traffic legislation, and improve road safety in the province. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various fora.

ENQUIRIES
NOTE

: Ms Sylvia Mtshali Tel No: (011) 355 6280
: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POST

POST 10/133

: **PERSONAL ASSISTANT REF NO: 005166**
Chief Directorate: Performance, Monitoring and Evaluations

SALARY
CENTRE
REQUIREMENTS

: R257 508 – R303 339 per annum
: Johannesburg
: Grade 12 plus an Administrative or Secretarial tertiary qualification or related qualification with 1-3 years' experience in rendering a support service to Senior Management. Knowledge on relevant Public Service legislation/policies/prescripts and procedures. Computer Literacy (Microsoft Office Word, Excel, PowerPoint, Outlook and Project Office). Proficient in writing in English and an avid reader. Must be comfortable in communicating with senior management.

DUTIES

: To provide secretarial and administrative support services to the Chief Director. Manage and coordinate the diary of the Chief Director. Develop a system to manage records and the flow of documents in the Chief Directorate's office. Coordinate and provide support for the Chief Director in meetings (venue, travel and catering) and managing RSVP function, developing meeting agendas timeously, taking meeting minutes and following up on key decisions emanating from meetings. Compile briefing notes to prepare the Chief Director for meetings. Develop a system to manage expenditure of budget in the Chief Directorate. Review and collate weekly reports to ensure that expenditure is allocated correctly. Coordinate the procurement of standard items in the Chief Director's Office. Provide administrative oversight through tracking and monitoring of the implementation of the decisions of the chief Directorate. Proof-read and review routine submission/reports to the office of the Chief Director to ensure that errors are corrected before submission to the Chief Director. Prepare internal and external memoranda and other correspondence adhering to the Office of the Premier Correspondence Guideline. Establish and maintain systems in the office of the Chief Director to enhance efficiency in the office. Consolidate director's reports to produce monthly and quarterly reports for the Chief Director. Provide support to

ENQUIRIES

the Chief Director during performance assessments and ensure a professional and confidential process is maintained. Manage all logistical arrangements involving the office of the Chief Director.
: Mr Tshepo Rasego Tel No: (011) 355 6450