ANNEXURE J

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ P/Bag x112, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE: 31 July 2020

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

MANAGEMENT ECHELON

POST 17/60: DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/005623 (5 Year Fixed-Term Employment Contract)
Branch: ICT

SALARY: R1 521 591 - R1 714 074 per annum (all Inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: An appropriate B. Com (Information Technology), B.Sc (Computer Science), or related Information Technology qualification. 8 – 10 years’ experience in a Senior Management position ideally managing an IT Service Unit. Experience in managing and developing employees. Large scale, Project Management experience. Extensive experience in a volume driven, Processing Centre environment will be an advantage. Person Profile: Excellent time management, report writing, communication Skills, legislative. Good customer relations skills, management skills, analytical and solution orientated. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES: Rollout GPG broadband network (GBN) to promote service delivery efficiencies and connectivity in the GPG offices, facilities and communities. Facilitate the development of an ICT economy in the province that leverages off the GBN. Ensure coordination, regulation and compliance of all ICT related activity and investment in GPG. Create an enabling environment and systems for sound corporate governance of ICT in GPG. Re-engineer and transform back office processes and improve frontline service delivery. Promote the use of e-Government services to business, government and citizens. Support radical economic transformation in the province. Establish partnerships with the private sector. Facilitate the innovation of entrepreneurial projects. Develop and implement an omni channel CRM strategy. Implement an e-government model including policies, regulations, standards and guidelines to sponsor and drive the implementation of Gauteng City Region GCR. Provide strategic direction on the implementation of infrastructure and applications.
Consolidate all GPG computing infrastructure into one data centre with disaster recovery capability. To deliver e-services.

ENQUIRIES : Mr. Errol Ogle Tel No: (011) 689 6861

POST 17/61 : CHIEF FINANCIAL OFFICER REF NO: REFS/005653
(5 Year Fixed-Term Employment Contract)
Branch: Finance

SALARY : R1 251 183 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognised NQF level 7 qualification in financial or business management/administration. A minimum of 5 years’ experience at senior managerial level. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement and internal systems and controls to ensure sound financial management. SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES : Support the Head of Department (Accounting Officer) and other senior managers in the execution of their functions in terms of the Public Finance Management Act and the Treasury Regulations. Manage the financial/procurement function of the Department and to ensure sound financial management in the Department. Management business continuity and the identification and prioritisation of potential risks in the respective business units. Active participation in the budgeting process at Executive, and Business unit levels. Preparing of the Annual and Adjustment Budgets for the Business Unit. Direct responsibility for the efficient, economic and effective control and management of the Business unit’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Business unit. Reporting to the Head of Department on all aspects of the departments’ finances. Performing diligently all duties assigned by the HOD. Overall responsibility for the management, maintenance and safekeeping of the Business unit’s assets. Ensuring that full and proper records of the financial affairs of the Business unit are kept in accordance with any prescribed norms and standards. To define and review on a continual basis the purpose, objectives, priorities and activities of the business unit. Participation in the organisational and Business unit’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the corporate services Business Unit. Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. Review and approve policies, standards and guidelines for the E-GOV’s Business Continuity Teams to follow, enterprise-wide, in the development/ enhancement of business continuity plans. Participate in the testing of the E-GOV’s Incident Management Plan. Make assessments of the incidents and, if necessary, declare a disaster. Coordinate with the Business Continuity Teams to assess the impact of the Incident to the E-GOV.

ENQUIRIES : Mr. Errol Ogle Tel No (011) 689 6861

POST 17/62 : DIRECTOR: STRATEGIC PLANNING REF NO: REFS/005172
(5 Year Fixed-Term Employment Contract)
Branch: Corporate Management

SALARY : R1 057 326 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 certificate plus a recognized NQF level 7 qualification in Business Management or related. A minimum of 5 years’ experience in middle management roles relating to strategic planning, budgeting and forecasting, research on strategic trends and policy management. Knowledge of national and provincial trends/priorities/Medium Term Strategic Framework. Experience in statistics and technical data analytics will be an added advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

DUTIES : To oversee an organization’s strategic and long-range goal planning function, facilitate and coordinate development of strategic plan, research, fostering of
innovation, monitoring, critical analysis of emerging trends mainly in the ICT space, and policy development. Develop, implement and sustain synchronized strategic management processes. Articulate and translate GPG strategic priorities and outcomes into an action plan. Facilitate the process for developing Strategic Plan, Annual Performance Plan (APP) and Operational Plans according to policy guidelines. Ensure alignment across the strategic plan, APP, Operational plans and performance contracts. Prepare programme of action (delivery plan) based on the provincial priorities. Provide technical and strategic expertise and oversight to business development processes across the organization. Manage some of the risk management functions, such as coordinating the identification and evaluation of existing and emerging risks.

ENQUIRIES : Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 17/63 : DEPUTY DIRECTOR: LABOUR RELATIONS, HEALTH AND WELLNESS
PROGRAMME REF NO: REFS/005625
Branch: Corporate Management

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a relevant National Diploma/Degree in HR or equivalent. 5 years’ appropriate experience in Labour relations of which 3 years must be at an Assistant Director Level or equivalent. Experience in employee wellness is essential.
DUTIES : Provide Employee Relations service to the Department of e-GOV timeously and accurately. Develop and implement labour relations policies, strategies, training interventions and awareness programmes. Manage and facilitate collective bargaining processes. Manage the finances for the labour relations function within Human Resource Management business unit. Advise the e-GOV with regard to the resolution of grievances and making representations to the Head of Department. Monitor the disciplinary and grievance procedures. Represent the employer in disputes referred to the relevant bargaining council and relevant labour relations forum. Manage the implementation of Incapacity Leave Management. Ensure the compliance with OHS procedures. Management of EHWP programmes.

ENQURIES : Ms. Sithembile Buthelezi, Tel No: (011) 689 6527

POST 17/64 : DEPUTY DIRECTOR- STRATEGIC PLANNING REF NO: REFS/005626
Branch: Corporate Management

SALARY : R733 257 per annum (all-inclusive remunerative package)
DUTIES : Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory plans and reporting and policy plans. Analyse the performance environment of the Department and facilitate the development of macro and operational plans to support they delivery of the mandate of the departments within that environment. Conduct research, develop and maintain baselines for strategic and operational plans. Analyse planning and reporting related statistics. Analyse all performance reports and report to relevant managers on findings. Implement and manage the data verification process in line with the departmental objectives. Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans, statutory quarterly and annual reports. Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of Gauteng. Develop reporting tools in consultation with the Province. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial
Government with regard to performance information. Compile reports for the Audit Committee on the qualitative performance of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc; Manage and implement effective efficient management information systems of all strategy and operational plans. Rationalise unnecessary duplication and redundancy of inefficient strategies.

ENQUIRIES : Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

POST 17/65 : DEPUTY DIRECTOR: CONSTRUCTION DEVELOPER REF NO: REFS/005627
Branch: ICT

SALARY : R733 257 per annum (all-inclusive remunerative package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/Degree in IT. SAP Trained or Certified in SAP Business Warehouse Software or Microsoft trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power BI. Training in Business Analysis or Data Analysis. 3-5 years’ experience in ETL, understanding the SAP modules and data landscape and building of custom extractors and cubes from SAP and other source systems or SQL tables and custom SQL extractors, experience in Data Modelling, Data Warehousing and Data Analytics Solutions.

DUTIES : Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.

ENQUIRIES : Mr. Themba Psungo Tel No (011) 689 6980

POST 17/66 : DEPUTY DIRECTOR: WAREHOUSE DESIGNER REF NO: REFS/005628
Branch: ICT

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/Degree in IT. SAP Trained or Certified in SAP Business Warehouse Software or Microsoft trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power BI. Training in Business Analysis or Data Analysis. 3-5 years’ experience in ETL, understanding the SAP modules and data landscape and building of custom extractors and cubes from SAP and other source systems or SQL tables and custom SQL extractors, experience in Data Modelling, Data Warehousing and Data Analytics Solutions.

DUTIES : Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.
ENQUIRIES: Mr. Themba Psungo Tel No: (011) 689 6980

POST 17/67: SENIOR LEGAL ADMINISTRATION OFFICER (OSD MR6) REF NO: REFS/005174
Branch: Corporate Management

SALARY: R473 820 – R1 140 828 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: An LLB degree coupled with minimum of 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years’ experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver’s license will be an added advantage.

DUTIES: Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU’s and SLA’s, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the Department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professionals. Ensure that all administrative processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Provide monthly reports and analysis of matters received. Responsible for setting performance targets.

ENQUIRIES: Mr. Leon Steyn Tel No: (011) 689 8400

DEPARTMENT OF HEALTH

OTHER POSTS

POST 17/68: DENTAL SPECIALIST/ SENIOR LECTURER GRADE 1/2/3
Directorate: Prosthodontics

SALARY: R1 106 040 – R1 834 890 per annum (All inclusive package)
CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist and minimum of five (5) years’ experience as a specialist in this field. Candidates must have experience of teaching and training of undergraduate and postgraduate students in both crown and bridge work and removable prosthodontics. Particular skills and expertise with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field.
Experience in management and administration. Recommendations any additional qualifications current study and supervision of research projects will be advantageous.

**DUTIES**

The successful candidate will be expected to carry out clinical and didactic teaching of undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of the final (fifth) year fixed/removable programme including preparation of lecture schedule, lecturing, setting and marking test, providing remediation, conducting continuous assessment by means of monitoring students clinical and academic performance, scheduling and delivery of partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking research.

**ENQUIRIES**

Prof LM Sykes Tel No: (012) 319 2681 or Mrs Ina Swart Tel No: (012) 301 5705

**APPLICATIONS**

Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001 or email it to Ina.swart@gauteng.gov.za or Nomusa.kubheka@gauteng.gov.za

**NOTE**

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

**CLOSING DATE**

31 July 2020

**POST 17/69:** STOMATOLOGIST GRADE 1/2/3 REF NO: STOMA 1/6/20

Directorate: Oral Hygiene & Auxiliary Training

**SALARY**

R1 106 040 – R1 173 900 per annum excl Commuted Overtime

**CENTRE**

Wits Oral Health Centre

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post basic Master’s degree. Minimum of seven (07) years’ experience as a Dentist after registration with the HPCSA within the relevant discipline including clinical and management experience. Experience in Community networking Oral Health stakeholders’ engagement will be an added advantage.

**DUTIES**

Manage expanded Community Training Platforms and coordinate Community Outreach services for undergraduate students. Render Oral Health services. Supervise students, carry out and deliver on research output. Assist in the development of dental therapy program. Teach, train and supervise undergraduate students. Manage Oral Hygienist and Dental Therapist staff & services.

**ENQUIRIES**

HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099 Pulankana.Monama@gauteng.gov.za

**APPLICATIONS**

Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

**NOTE**

Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed/E-mailed applications will be accepted.

**CLOSING DATE**

31 July 2020

**POST 17/70:** STOMATOLOGIST GRADE 1/2/3 REF NO: STOMA 2/6/20

Directorate: Oral Biological Sciences

**SALARY**

R1 106 040– R1 173 900 per annum, excluding commuted

**CENTRE**

Wits Oral Health Centre

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post basic Master’s degree in Health. Minimum of seven years’
experience as a Dentist after registration with the HPCSA within the relevant
discipline including clinical and research experience. Publications will be an added
advantage.

DUTIES :
Render Clinical services. Supervise Undergraduate and Postgraduate research.
Teaching and Training of both Undergraduate and Postgraduate. Develop/Establish and manage Dental Research unit and conduct research in the School.

ENQUIRIES :
HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099
Pulankana.Monama@gauteng.gov.za

APPLICATIONS :
Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

NOTE :
Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

CLOSING DATE :
31 July 2020

POST 17/71 :
HEAD OF DEPARTMENT NURSING COLLEGE – CLINICAL GENERAL NURSING/WORK INTEGRATED LEARNING (WIL) REF NO: 3/4/1/1/10
Directorate: Nursing Education and Training

SALARY :
R579 696 – R672 018 per annum PND3 (plus benefits)

CENTRE :
Ann Latsky Nursing College.

REQUIREMENTS :
Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. Master’s degree will be an added advantage. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be recognizable/appropriate experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

DUTIES :
Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

ENQUIRIES :
Mr. JD. Cloete or Ms A. van As Tel No: (011) 644-8917

APPLICATIONS :
Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006

NOTE :
Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications and computer literacy). Applicants will be subjected to a pre-employment Medical Surveillance.
Persons with disabilities will receive preference. The institution reserves the right not to appoint.

CLOSING DATE : 31 July 2020

POST 17/72 : ASSISTANT DIRECTOR HRM REF NO: EHD2020/07/01
Directorate: Human Resource Management
(Re-Advertisement)

SALARY : R376 596 - R443 601 per annum (plus benefits)
CENTRE : Ekurhuleni Health District: Esdr
REQUIREMENTS : Relevant Bachelor’s degrees/ National Diploma with 10 years Human Resource experience. 5 years of experience must be a supervisor. Extensive knowledge of PERSAL and HR prescripts. Computer literacy and driver’s license is essential. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership skills, Planning and organizing skills, Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.

DUTIES : Lead and manage the ESDR HR unit services. Supervise and empower the HR Staff at the sub district. Provide guidance and support to the staff. Approve and Quality assure all the transactions related to appointments, salary administration, Leave, overtime, terminations, transfer, housing allowance. Management of PILLIR for the sub district. Ensure there is good filing system at the sub district. Management of PMDS, RWOPS and payroll. Develop and implement action plans for all Auditor General Queries. Manage and coordinate the implementation of grade progression. Advice staff on all HR related issues. Manage the Recruitment and Selection for the sub district.

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. Applicant will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid.

CLOSING DATE : 31 July 2020

POST 17/73 : ADMINISTRATIVE OFFICER REF NO: EHD2020/07/02 (X1 POST)
Directorate: Primary Health Care

SALARY : R257 508 - R303 339 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Phillip Moyo Chc)
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National diploma/degree in administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver’s license is essential.

DUTIES : Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening.
screening. Driving skills will be evaluated. No S&T claims and Resettlement Allowance Will Be Paid.

**CLOSING DATE**: 31 July 2020

**POST 17/74**: ADMINISTRATIVE OFFICER REF NO: EHD2020/07/03 (X1 POST)
Directorate: Primary Health Care

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

**CENTRE**: Ekurhuleni Health District (Daveyton Main Chc)

**REQUIREMENTS**: Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National diploma/degree in administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver’s license is essential.

**DUTIES**: Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

**ENQUIRIES**: Ms N.M Xaba Tel No: (011) 426 - 4901

**APPLICATIONS**: Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.

**FOR ATTENTION**: Human Resource Manager

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

**CLOSING DATE**: 31 July 2020

**POST 17/75**: HUMAN RESOURCE OFFICER - STAFF ESTABLISHMENT & HR INFORMATION REF NO: TMRH-/HRO-01 (X1 POST)
Directorate: Human Resource

**SALARY**: R257 508 – R303 339 per annum plus benefits

**CENTRE**: Thelle Mogoerane Regional Hospital

**REQUIREMENTS**: Grade 12 with minimum 5 -10 years relevant experience as HR generalist or National Diploma/degree in HR with minimum 3 – 5 years’ experience as HR generalist. Extensive knowledge of staff establishment & HR Information Management. Knowledge and experience of PERSAL system, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential (MS Office specifically Excel). Must be able to plan, organize and coordinate activities of the HR section. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skills, planning and organizing skills, problem solving, communication skills, Human and financial management. Ability to work under pressure. Good interpersonal skills. Report writing skills. Proven presentation skills.

**DUTIES**: Manage, control and maintain Staff establishment and HR Information. Coordinate the institutional Human Resources plan in line with the allocated budget. Ensure that post filling plan is complied with. Do costing of posts. Request, analyse, manipulate and Manage Persal reports and distribute it to relevant stake holders. Maintenance of staff establishment on HRM database. Develop Standard Operating Procedures in areas of responsibility. Management of payroll for the entire institution. Do BAS/PERSAL reconciliation. Ensure proper records management. Compile monthly statistical data. Supervise Human Resource practitioners on all HR related functions. Relieve other HR supervisors on their general functions. Ensure compliance to HR prescripts. Do PMDS for staff under supervision. Ensure accurate information is provided to customers including stake holders in relation to Establishment and HR Information. Compile action plan for
staff establishment and HR information. Provide HR delegation and Human Resource reports. Backup all Human Resource reports.

ENQUIRIES: Mr. Benjamin Hlongwane Tel No: (011) 891 7306
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, through the following email address: TMRH.Vacancies@gauteng.gov.za. No hand/post-delivery will be accepted.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 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. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practicals can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. ALL relevant certificates, qualifications & ID must be certified and the original to be submitted to the interviewing panel if called for interview.

CLOSING DATE: 31 July 2020

POST 17/76: POST BASIC PHARMACIST ASSISTANT
Directorate: Pharmaceutical services

SALARY: Grade 2: R241 839 – R256 686 per annum
CENTRE: Tshwane Rehabilitation Hospital
REQUIREMENTS: Grade 12 plus a qualification that allows registration with South African Pharmacy Council (SAPC) as a Post Basic Pharmacist Assistant. Registration with the SAPC as a Post Basic Pharmacist Assistant and proof of payment for current annual fees. 5 years appropriate experience after registration as a Post Basic Pharmacist assistant. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies and basic knowledge of drug supply management. Candidate must have good communication skills, both verbal and written, good interpersonal skill, calculation skills and computers skills. Excellent team work, time management, problem solving and decision-making skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.

DUTIES: The incumbent will work under direct supervision of a pharmacist to dispense medicines to patients according to the dispensing process. Effectively distribute medicines to the wards and other units according to prescribed Standard Operating Procedures (SOP’s) and monitor Good Pharmacy Practice (GPP) compliance in the wards through ward inspections. Control stock in the pharmacy, including ordering, receiving, issuing and maintenance of stock, using prescribed stock management systems. Preparing stock. Participate in the bi-annual stock taking process. Advice and support patients and other healthcare professionals on any pharmaceutical related issues. Participate in all pharmacy projects and perform all other duties delegated by the supervisor.

ENQUIRIES: Mrs. Ms Si Tarirai Tel No: (012) 354 – 6814
APPLICATIONS: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and
signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

**CLOSING DATE**: 31 July 2020

**POST 17/77** : **SECRETARY REF NO: SEC 3/6/20**
Directorate: Administration (office of the Deputy Director Administration)

**SALARY** : R173 703 per annum excluding benefits

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Must have grade 12 with 5 years working as a Secretary or. A diploma or a degree in secretarial/or office administration with 3 years’ experience working as secretary. Must be Computer Literate (Ms Word, Excel, PowerPoint and Ms Outlook). Good communication skills – both verbal and written, have good interpersonal skills, work independently and as a team member. Ability to work under pressure.

**DUTIES** : Efficient and effective management of the office including diary management, attending to telephone calls & enquiries, setting up meetings, document management, typing of documents and storage of data such as reports, leave plans, memorandums/notices/statistics. Minute-taking at departmental meetings and distribution of minutes. Arrange departmental functions, venues and refreshments. Set up and maintain paper and electronic filing systems records, correspondence and other material. Order and dispense office supplies. Execute receptionist and general administrative duties.

**ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: (011) 481-2099 Pulankana.Monama@gauteng.gov.za

**APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.

**NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

**CLOSING DATE** : 31 July 2020

**POST 17/78** : **FINANCE CLERK – PATIENT REVENUE ADMINISTRATION CLERK REF NO: FINCL05/6/20**
Directorate: Administration – Patient Revenue

**SALARY** : R173 703 per annum (Level 05) excluding benefits

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Grade 12 with minimum of 1 - 2 years working experience in Patient Revenue. Post matric qualification in financial management, banking, Public Administration or equivalent qualification will serve as advantage. Knowledge of Administrative Procedure Manual, Patient Classification policy, Revenue process flow, Means test, ICD Code, PFMA, Treasury Regulations, Must have excellent Paab system

ENQUIRIES: Mrs. Louise Du Toit Tel No: (011) 488 – 4907/6

APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

NOTE: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees and relevant certificates. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 31 July 2020

POST 17/79: SECURITY OFFICER REF NO: SECUR 04/6/20
Directorate: Support Services

SALARY: R122 595 per annum, excluding benefits
CENTRE: Wits Oral Health Centre
REQUIREMENTS: Grade 12 or equivalent qualification and minimum PSIRA Grade D Certificate. Minimum 2 years’ experience as a Security. The following will serve as an added advantage: Firefighting Certificate and First Aid Certificate.
DUTIES: Responsible for the control of access to the Dental Hospital and offices. Maintain and follow security procedures/protocols. Maintain proper record keeping (all security registers) and safeguarding of security equipment. Report any suspicious incidents and respond to emergencies to provide assistance. Maintain safe and secure environment for employees, patients and students. Check functionality of all security equipment and monitor surveillance equipment. Control of keys. Conduct security risk assessment and report security breaches. Any other security duties delegated by supervisor.

ENQUIRIES: HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099 Pulankana.Monama@gauteng.gov.za

APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

NOTE: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees and relevant certificates. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 31 July 2020

POST 17/80: LAUNDRY AID REF NO: ODI/02/07/2020/01

SALARY: R102 534 per annum (Level 02) (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: Grade 9 or Abet Level 4 with 2 years’ working experience in Laundry in the hospital environment, ability to read and write. Good communication skills, ability to work under pressure, be able to work shifts including weekend and public holidays. Motivation must be attached.
DUTIES: Sorting, counting of soiled linen and clean linen, up and loading of the truck, preparation of washing, ironing, folding of linen, collecting and delivering of clean linen to the different wards including stock taking, cleaning of laundry surfaces and working area by the following standard operating procedure, ensure that laundry experience (registration and billing) and Cashier functions. Good communication skills (verbal and written) as well as computer literacy.
equipment and adequate suppliers are properly maintained and any other duties as delegated by the supervisor. Adhere to Occupational Health Safety requirements.

**ENQUIRIES**
Ms. Sebopela MG Tel No: (012) 725 2472

**APPLICATIONS**
Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

**NOTE**
Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

**CLOSING DATE**
31 July 2020

**POST 17/81**
**OCCUPATIONAL MEDICAL PRACTITIONER (SESSIONAL APPOINTMENT)**
Directorate: OHS

**SALARY**
R618.00 – R772.00 per hour

**CENTRE**
Tshwane Rehabilitation Hospital

**REQUIREMENTS**

**DUTIES**
Draw Medical surveillance structures as prescribed by OHSA and related regulations; Manage and conduct Medical Surveillance inclusive of Biological Monitoring, Initial, periodic and exit medical examinations and return to work. Certification of fitness for work. Develop Risk Based Medical Surveillance Plans. Management and reporting of occupational injuries and disease incidents. Development of incident management protocols. Provide Occupational Health and Medicine Services; Acute management of minor ailments. Collaborate and Participate in disaster management; Collaborate Participation of Health and Safety inspections; Develop and review occupational health standard operating procedures, SHERQ; and Wellness management programmes as part of the Employee Health and Wellness in TRH. Monitor and manage absenteeism with HR and supervisors. Develop and monitor a Legal Compliance Register for the hospital. Establish and maintain good relations with OHS Stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/Wellness initiatives including training. Assist with PILIR and reasonable accommodation cases. Attend provincial OHS meeting when the need arises.

**ENQUIRIES**
Mrs FK Mokgokong Tel No: (012) 354 6745

**APPLICATIONS**
Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**NOTE**
No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3)
months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

**DEPARTMENT OF SOCIAL DEVELOPMENT**

*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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents.*

**POST 17/82**

**DEPUTY MANAGER NURSING**

**REF NO:** SD/2020/07/05

**Directorate:** Institutions

**SALARY:** R843 618 – R949 482 per annum (within the OSD framework)

**CENTRE:** Johannesburg Head Office

**REQUIREMENTS:** A diploma or degree in Nursing with 9 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing which 4 years must be of appropriate/recognisable experience at management level. A valid driver’s licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

**DUTIES:** Develop and Manage Nursing Plan. Manage standard practices, criteria and indicators for quality nursing practice and health care in accordance with regulatory framework. Manage nursing practice and health care in accordance with regulatory framework. Manage a contractive working relationship with other stakeholders. Manage nursing staff and other allied and related profession, namely: Occupational Therapist and Clinical Psychologist.

**ENQUIRIES:** Innocent Mantome Tel No: (011) 227 0105

**APPLICATIONS:** Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Innocent Mantome, or posted to Private Bag X35, Johannesburg, 2000

**NOTE:** NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
POST 17/83

SOCIAL WORK MANAGER: PROBATION AND CANALISATION

REF NO: SD/2020/07/01

SALARY: R794 889 – R1 100 325 per annum (within the OSD Framework)
CENTRE: Johannesburg Metro Region
REQUIREMENTS: A Degree in Social Work with registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years’ appropriate experience in Social Work after registration as Social Worker with the SACSSP. A minimum of 10 years appropriate management experience in Social Work – Probation, child protection and statutory social work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate and current registration with the SACSSP. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer literate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills. A valid driver's license.

DUTIES: Facilitate and manage the statutory service delivery, focusing mainly on Probation Services. Manage cases of children and youth in conflict with the law, preparation of court cases and oversee the allocation of cases to Probation Officers for investigation. Ensure the effective implementation and monitoring of programmes with adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations Manage staff training, development and performance. Manage implementation of the diversion programmes. Manage the provision of home based Supervision programmes. Manage the social crime awareness and prevention programmes. Perform the administrative functions required in the unit.

ENQUIRIES: Ms C Dukwana Tel No: (011) 355 9502
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region, 91 Commissioner Street or Private Bag x1 Johannesburg, 2000.
FOR ATTENTION: Ms C Dukwana Tel No: (011) 355 9502
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/84

SOCIAL WORK MANAGER: PARTNERSHIP AND FINANCING (X2 POSTS)

SALARY: R794 889 – R 1 100 325 per annum (within the OSD Framework)
CENTRE: Johannesburg Metro Region Ref No: SD/2020/07/02 (X1 Post)
Ekurhuleni Region Ref No: SD/2020/07/03 (X1 Post)
REQUIREMENTS: A Degree in Social Work with registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years’ appropriate experience in Social Work after registration as Social Worker with the SACSSP. Submission of valid registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating Social Work Probation services and computer literacy. Skills and Competencies: Knowledge and understanding of PFMA. Knowledge of the Department’s Constitutional mandate. Project management, report writing, problem solving, interpersonal, leadership, coordination, planning and organizing skills. A valid drivers’ license.

DUTIES: Managing and supervising Social Work Supervisor and a team of Community Development Liaison Officers and Community Development Liaison workers. Ensuring that subordinates are trained and developed to be able to deliver work of the required standards efficiently and effectively through the utilisation of knowledge management. Conducting audits and DQA’s to funded NGO’s. Ensuring that the budget is allocated and utilised appropriately according to the Funding Agreement. Developing a transformation plan for the regions on the NPO’s based on the PFA. Assisting in developing appropriate costing norms. Monitoring transformation and insuring the rendering of quality and equitable social services.
Developing training manuals. Coordinating the Welfare Summit Steering Committee. Managing staff training & development. Managing projects allocated to the sub-directorate.

ENQUIRIES: Mr D Mathabatha Tel No: (011) 355-9501 JHB Metro Region, Ms F Pete Tel No: (011) 820 0

APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development. Johannesburg Metro Region 91 Commissioner Street or Private Bag x1 Johannesburg, 2000 for Attention: Mr D Mathabatha, (011) 355 9501, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag x1008, Germiston, 1400.

FOR ATTENTION: Ms N Pete Tel No: (011) 820 0332

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/85: COMMUNITY DEVELOPMENT MANAGER SUSTAINABLE LIVELIHOODS REF NO: SD/2020/07/04

SALARY: R794 889 – R1 100 325 per annum (within the OSD Framework)

CENTRE: Ekurhuleni Region

REQUIREMENTS: An appropriate 3 year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of social development, poverty management and alleviation matters. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Driver's license. Computer literacy. Skills and Competencies: Problem solving; communication; analytical and advanced program/project/resource management skills.

DUTIES: To oversee, coordinate and facilitate the planning and management of an integrated and accessible quality of Social Development service within Region. Provide Strategic leadership and manage implementation of Programme 3, the Strategic Plan of the Department. Provide support service and Financial Management in conjunction with the Auxiliary Service component. Align budget and resource needs to service delivery implementation. Strategic Partnerships and Stakeholders: Foster and maintain partnerships on provincial level, MEC/MMC technical forum for interdepartmental collaboration and partnerships with NGO's for service delivery in specific areas of programme including areas identified in terms of the 20 Township program. SDI - interpret departmental legislation and policies for effective implementation of Batho - Pele service delivery improvement and good governance within the Region. Monitoring and Evaluation of service delivery inputs and outputs on monthly, quarterly and annual targets. Monitor compliance to legislation and evaluate impact on service delivery, outline achievements and challenges and redirect plans for best results in annual report within Programme 3.

ENQUIRIES: Ms N Pete Tel No: (011) 820 0332

APPLICATIONS: Please forward application, quoting the relevant reference number to - The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag x1008, Germiston, 1400

FOR ATTENTION: Ms N Pete Tel No: (011) 820 0332

NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/86: DEPUTY DIRECTOR STRATEGIC PLANNING REF NO: SD/2020/07/06

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

CENTRE: Johannesburg Head Office

REQUIREMENTS: A three-year National Diploma/Bachelor's Degree in Public Administration or (equivalent qualification) plus 3-5 years Strategic Planning experience. A valid driver's license. Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in the Public Service. Knowledge of departmental policy framework. SKILLS: Analytical, integration and alignment.
Strategic management and planning. (including capability to facilitate strategic and business planning process). Good communication (both written and verbal). Computer literacy with at least knowledge of MS, Word, Excel, Outlook and PowerPoint.

**DUTIES**

Assist with facilitation and management of strategic business and operational planning processes linked to the budgetary processes. Assist with the facilitation, compilation and consolidation of organizational performance reports and budget vote documents. Analyse organisational performance and provide strategic inputs to business units. Provide planning technical guidance to the business units. Manage staff performance, training and development, leave and conduct.

**ENQUIRIES**

Mr O Mkhabela Tel No: (011) 355 7937

**APPLICATIONS**

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention: Mr O Mkhabela, Tel No: (011) 355 7937 or posted to: Private Bag X35, Johannesburg, 2000.

**NOTE**

NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 17/87**

DEPUTY DIRECTOR HRM AND AUXILIARY SERVICES REF NO: SD/2020/07/07

**SALARY**

R733 257 per annum (all-inclusive package)

**CENTRE**

Sedibeng Region

**REQUIREMENTS**

A Tertiary qualification in HRM with 4-5 years’ experience in the field of HR environment. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Procedures and system in the public services. A valid driver’s license. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills.

**DUTIES**

Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordination of regional records management system and management of service point cluster managers. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralization plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit.

**ENQUIRIES**

Ms J Phetshana Tel No: (016) 930 2068

**APPLICATIONS**

The department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068 or post to Private Bag X209, Vanderbijlpark 1911.

**NOTE**

Due to the nation- wide lock down COVID-19, the Gauteng Department of Social Development will support the national measures, the Minister for Public Service and Administration has considered the following: the s Notes: Errors & Omissions Expected.

**POST 17/88**

OPERATIONAL MANAGER NURSING (X2 POSTS)

**SALARY**

R444 276 – R579 696 per annum (Within OSD Framework)

**CENTRE**

Zanele Mbeki Frail Care Centre Ref No: SD/2020/07/08 (X1 Post)

Father Smangaliso CYCC Ref No: SD/2020/07/35 (X1 Post)

**REQUIREMENTS**

National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years’ experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver’s licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

**DUTIES**

Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases.
in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.

**ENQUIRIES**
Ms Z Nhlapho Tel No: (011) 8177303 – Zanele Mbeki, Ms C Letoaba Tel No: (012) 797 8304 – Father Smangaliso Mkhathwa

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development: Zanele Mbeki Frail Care Centre, 3 Vlakfontein Road, Dunnottar for attention Ms Zodwa Nhlapho (011) 8177 303, Father Smangaliso Mkhathwa CYCC, Soupan Road, Soshanguve, For Attention: Ms C Letoaba Tel No: (012) 797 8304

**NOTE**
NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 17/89**
SOCIAL WORK SUPERVISOR (X56 POSTS)
Directorates: Probation and Canalization, Intake Field and NPO Partnership and Finance.

**SALARY**
R384 228 – R714 795 per annum (within the OSD framework)

**CENTRE**
Ekurhuleni Region Ref No: SD/2020/07/15 (X19 Posts)
Johannesburg Metro Ref No: Region SD/2020/07/16 (X11 Posts)
Tshwane Region Ref No: SD/2020/07/18 (X6 Posts)
Sedibeng Region Ref No: SD/2020/07/19 (X6 Posts)

**REQUIREMENTS**
A Bachelor’s degree in Social Worker with 7 years appropriate/recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver’s licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal and written communication skills.

**DUTIES**
Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

**ENQUIRIES**
Ekurhuleni Region-Ms N Pete Tel No: (011) 820 0332
West Rand Region-Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700
Johannesburg Metro- Ms C Dukwana Tel No: (011) 355 9502
Tshwane Region Mr A Kotsedi Tel No: (012) 359 3314
Sedibeng Region- Ms J Phetshana Tel No: (016) 930 2068

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for attention Ms N Pete (011) 820 0332 or Private Bag x1008, Germiston, 1400. West Rand Region, Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ Tel No: (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740.
Johannesburg Metro Region, Johannesburg Metro Region, 91 Commissioner Street, Johannesburg for attention Ms C Dukwana Tel No: (011) 355 9502 or Private Bag x1, Johannesburg, 2000.

Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314 or Private bag X266, Pretoria, 0001.

Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068or Private Bag X209, Vanderbijlpark 1911.

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/90: ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION (X3 POSTS)

SALARY: R376 596 per annum (plus benefits)

CENTRE: Ref No: Head Office Ref No: SD/2020/07/09 (X2 Posts)
Johannesburg Metro Region Ref No: SD/2020/07/10 (X1 Post)

REQUIREMENTS: A three years’ tertiary qualification in Monitoring and Evaluation with 3-5 years’ experience in the NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO’s in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation if funded non-profit organisations. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.

DUTIES: Planning and scheduling staff and resources for conducting of onsite financial compliance Monitoring to funded organisations. Managing the identification of discrepancies on compliance of funded NPO’s. Scheduling staff and other resources on the identification of NPO’s financial and administrative capacity building requirements. Managing the provision and submission of progress reports on the implementation of NPO’s financial and administrative capacity building plan. Managing the preparation of reports on programmes performed by NPO’s. Planning and schedule staff for assessment of current financial and administrative capacity of all existing funded NPO’s. Managing the completion and submission of recommended appropriate interventions. Developing staff work plan. Supervising staff performance.

ENQUIRIES: Mr O Mkhabela Tel No: (011) 355 7937 – Head Office Mr D Mathabatha Tel No: (011) 355-9501 – Johannesburg Metro Region

APPLICATIONS: Applications can be delivered to– The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention- Mr O Mkhabela, Tel No: (011) 355 79367 or Private Bag x6 Johannesburg, 2000. Johannesburg Metro Region 91 Commissioner Street or Private Bag x1 Johannesburg, 2000

FOR ATTENTION: Mr D Mathabatha Tel No: (011) 355 9501

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s)

POST 17/91: ASSISTANT DIRECTOR: NPO FUNDING (X2 POSTS)

SALARY: R376 596 per annum (plus benefits)

CENTRE: Sedibeng Region Ref No: SD/2020/07/11
Ekurhuleni Region Ref No: SD/2020/07/12

REQUIREMENTS: A three-year National Diploma/Bachelor’s Degree in Financial Management or Cost and Management Accounting with 3-5 years’ experience in the field of Finance and with supervisory experience. A valid driver’s license. Knowledge and understanding of PFMA, Policy on Financial rewards, Legislative frame works regulating NPO funding in the Public Services. Knowledge of departmental policy framework Skills: Good Financial Management, Report writing, Planning and Organizing skills.

DUTIES: Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in
the emerging NPOs. Manage staff development, training, leave plan, performance, workload and monthly reports.

ENQUIRIES
: Ms Lorna Harmse Tel No: (016) 930 2055 (Sedibeng Region), Ms N Pete Tel No: (011) 820 0332 (Ekurhuleni Region)

APPLICATIONS
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for Attention- Ms N Pete (011) 820 0332 or post to Private Bag x1008, Germiston, 1400, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng 1911 for attention Ms Lorna Harmse Tel No: (016) 930 2055 or post to Private Bag X209, Vanderbijlpark, 1911.

NOTE
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/92
: ASSISTANT DIRECTOR ADMINISTRATION REF NO: SD/2020/07/13

SALARY
: R376 596 per annum (plus benefits)

CENTRE
: Head Office Auxiliary Services

REQUIREMENTS
: A three years’ tertiary qualification in Public Management/Office Management with 3 – 5 years’ experience in administrative environment. Knowledge and understanding of legislative framework governing the transformation of service delivery practices, systems, processes and procedures applicable in the public service, PFMA and the Department’s Constitutional mandate. Skills and Competencies: Developmental oriented, self driven, performance driven, honesty and integrity, analytical, project management, report writing, communication, problem solving, interpersonal, planning and organising, coordination and leadership skills. A valid drivers’ licence.

DUTIES
: Manage, monitor, supervise the function of Food Services and Switchboard Services by ensuring that customer satisfaction is achieved. Provide Secretariat Services and logistical support in the Directorate. Comply with policies, prescripts and other processes and procedures within the Unit. Provide supervision to personnel in the Unit. Manage the budget of the Unit.

ENQUIRIES
: Mr Z Jaca Tel No: (011) 355 7678

APPLICATIONS
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000

FOR ATTENTION
: Mr Z Jaca Tel No: (011) 355 7678

NOTE
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/93
: ASSISTANT DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2020/07/14

SALARY
: R376 596 per annum (plus benefits)

CENTRE
: Johannesburg Head Office

REQUIREMENTS
: A three-year National Diploma/Bachelor’s Degree in Supply Chain Management, Logistics, Public Management or Finance with 3-5 years’ experience in Supply Chain Management environment. A valid driver’s license. Knowledge and understanding of tender and contract management legislative in the Public Service, PFMA and procedures on tenders and contracts administration. Skills And Competencies: Report writing, communication, conflict management, planning and organising, leadership, coordination, facilitation, contract management and tender management skills, business insight, team work, supervision, staff development, financial management, budgeting processes, policies, procedures and legislations.

DUTIES
: Administration of outsourced adhoc accommodation leases and transversal service tenders. Management the process of commencement and termination of contracts awarded. Collates information on pending tenders for reporting, finalized tenders for annual performance reporting, awarded tenders on Provincial Treasury’s database and responses to audit queries on tender administration. Submit price adjustment request for assessment to GDF. Monitor, update and safe keeping of process files. Management of staff.

ENQUIRIES
: Ms S Moloi Tel No: (011) 227 0062
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention: Ms S Moloi (011) 227 0062 or post to Private Bag X35, Johannesburg, 2000.

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/94: SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT PROGRAM
REF NO: SD/2020/07/20

SALARY: R363 801 – R581 178 per annum (within the OSD Framework)

CENTRE: Johannesburg Head Office

REQUIREMENTS: A Degree in Social Work. A minimum of 8 years’ experience as a Social Worker in Social Welfare services after registration with SACSSP (3 years of experience within the Men and Boys Empowerment Programmes). Current registration with SACSSP and the registration certificate. Knowledge and understanding of legislation, policy, procedures, processes and institutional framework governing Victim Empowerment and services to men & boys. Computer literacy. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver’s license.

DUTIES: Develop provincial policies and guidelines for men and boys. Administer the implementation of the men and boy strategy. Implement the men and boys program in the province. Coordinate Provincial Men’s forums. Coordinate the International Men’s day. Implement prevention and awareness programmes. Conduct training and capacity building workshops in the field of men and boys and the perpetrator program. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.

ENQUIRIES: Mr Z Jaca Tel No: (011) 355 7678

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

FOR ATTENTION: Mr Z Jaca Tel No: (011) 355 7678

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/95: SENIOR ADMIN OFFICER: SYSTEMS CONTROL AND TRAINING REF NO: SD/2020/07/21 (X2 POSTS)

SALARY: R316 791 per annum (plus benefits)

CENTRE: Johannesburg Head Office

REQUIREMENTS: A three years’ tertiary qualification in Financial Management/ Management Accounting with 2-3 years’ experience in Management Accounting environment in the Public Service. A valid driver’s license Knowledge and understanding of Financial systems training methodologies and Departmental procedures regulating financial Systems. Knowledge and understanding of legislative framework governing the Budget planning, implementation and monitoring systems, procedures and processes in the Public Service. Skills and Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills. A valid driver’s License.

DUTIES: Roll out of Financial Systems Training in the Department and follow up on training needs assessments for individuals and group of employees. Conduct training on expenditure, revenue and Supply Chain Management monitoring. Provide assistance on budget preparation and allocations. Support and advice programme managers on the implementation of budget reform measures in all entities. Provide assistance on the implementation of expenditure monitoring and control systems and identify misallocations of expenditure. Enhancement of Financial Internal Control systems identify gaps in Financial Internal Control systems in the Office of the CFO.

ENQUIRIES: Ms E Choshi Tel No: (011) 355 7700

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong...
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/96: SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLY CHAIN MANAGEMENT
REF NO: SD/2020/07/22

SALARY: R316 791 per annum (plus benefits)
CENTRE: Dr Fabian and Florence Ribeiro Treatment Center

DUTIES: Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training to staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervision and management of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation, performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.

ENQUIRIES: Ms S Hutchinson Tel No: (012) 734 8325
APPLICATIONS: Please forward applications, quoting the relevant reference number for Attention Ms S Hutchinson, Dr Fabian and Florence Ribeiro Treatment Centre, Zonderwater Road, Next to Zonderwater Prison, Cullinan or Private Bag X 1004, Cullinan, 1000.

FOR ATTENTION: Ms S Hutchinson Tel No: (012) 734 8325
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/97: SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION (X25 POSTS)

SALARY: R316 791 per annum (plus benefits)
CENTRE: Head Office Ref No: SD/2020/07/23 (X1 Post)
Sedibeng Region Ref No: SD/2020/07/24 (X3Posts)
Ekurhuleni Region Ref No: SD/2020/07/25 (X5 Posts)
Westrand Region Ref No: SD/2020/07/26 (X5 Posts)
Tshwane Region: SD/2020/07/27 (X6 Posts)
Johannesburg Metro Region Ref No: SD/2020/07/28 (X5 Posts)

REQUIREMENTS: A three year National Diploma/ Bachelor's Degree in Accounting, Financial Management or equivalent qualification with 2-3 years' experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver’s license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES: Onsite monitoring of NPO’s. Conduct onsite financial compliance monitoring to funded Organisations. Report non-compliance of NPOs to funding model and instruments. Provision of capacity building to funded NPO’s. Provide progress on the implementation of NPO’s financial and administrative capacity building plan. Report on funded NPO’s, prepare quarterly reports on NPOs compliance status and prepare reports on programmes performed by NPO’s. Assess current financial...
and administrative capacity of all existing funded NPO’s. Supervise staff training and development, performance and leave plan.

ENQUIRIES:
- Ekurhuleni Region: Ms N Pete Tel No: (011) 820 0332
- West Rand Region: Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700
- Johannesburg Metro Region: Ms C Dukwana Tel No: (011) 355 9502
- Tshwane Region: Mr A Kotsedi Tel No: (012) 359 3314
- Sedibeng Region: Ms J Phetshana Tel No: (016) 930 2068.

APPLICATIONS:
- Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development:
  - Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for attention Ms N Pete Tel No: (011) 820 0332 or Private Bag x1008, Germiston, 1400.
  - West Rand Region, Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740.
  - Johannesburg Metro Region, Johannesburg Metro Region, 91 Commissioner Street, Johannesburg for attention Ms C Dukwana (011) 355 9502 or Private Bag x1, Johannesburg, 2000.
  - Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314- or Private bag X266 Pretoria 0001.
  - Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068or Private Bag X209, Vanderbijlpark, 1911.

NOTE:
- NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/98:
- SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING (X10 POSTS)

SALARY:
- R316 791 per annum (plus benefits)

CENTRE:
- Sedibeng Region Ref No: SD/2020/07/29 (X2 Posts)
- Ekurhuleni Region Ref No: SD/2020/07/30 (X2 Posts)
- West Rand Region Ref No: SD/2020/07/31 (X3 Posts)
- Tshwane Region Ref No: SD/2020/07/32 (X3 Posts)

REQUIREMENTS:
- A three years qualification in Accounting, Financial Management with 2-3 years’ experience in the NPO environment. A valid drivers’ license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPO’s in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.

DUTIES:
- Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO’s. Implement transfer payment to funded NPO’s. Reconcile transfer payments. analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

ENQUIRIES:
- Ms J Phetshana Tel No: (016) 930 2068 (Sedibeng Region)
- Ms N Pete Tel No: (011) 820 0332 (Ekurhuleni Region)
- Makgorogo Tel No: (011) 950 7803/ (011) 950 7700 (West Rand Region)
- Mr A Kotsedi Tel No: (012) 359 3314 (Tshwane Region)

APPLICATIONS:
- Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development:
  - Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for attention Ms N Pete Tel No: (011) 820 0332 or Private Bag x1008, Germiston, 1400.
  - West Rand Region, Human Street, Krugersdorp for attention Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 770016 or Private Bag x 2068, Krugersdorp 1740.
  - Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314 or Private bag X266, Pretoria, 0001.
NOTE

Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana
Tel No: (016) 930 2068 or Private Bag X209, Vanderbijlpark, 1911.

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 17/99 : PERSONAL ASSISTANT (X2 POSTS)

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
Corporate Services Ref No: SD/2020/07/33 (X1 Post))
Social Crime Prevention and VEP Ref No: SD/2020/07/34 (X1 Post)

REQUIREMENTS : Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. A valid drivers’ license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

DUTIES : Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager’s budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms T Mbhense Tel No: (011) 355 7703
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or Private Bag X35, Johannesburg, 2000 for attention- Ms T Mbhense Tel- (011) 355 7703

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

SOUTH AFRICAN POLICE SERVICE

APPLICANTS must be e-mailed to Only One of the following e-mail addresses: HenningC@saps.gov.za or BarnardSA@saps.gov.za or LennoxA@saps.gov.za or BapelaM3@saps.gov.za No further e-mail correspondence will be entertained after submission of application.

CLOSING DATE : 31 July 2020 at 16:00
NOTE : Applicants may only apply for a maximum of 3 posts. Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted.

OTHER POST

POST 17/100 : GENERAL WORKER

SALARY : R102 534 per annum (Level 02)
CENTRE : Actonville – Ref No: GP 1/6/2020
Alexandra - Ref No: GP 2/6/2020
Atteridgeville - Ref No: GP 3/6/2020
Bekkersdal – Ref No: GP 4/6/2020
Benoni – Ref No: GP 5/6/2020
Boksburg – Ref No: GP 6/6/2020
Brakpan – Ref No: GP 7/6/2020 (X2 Posts)
Diepkloof - Ref No: GP 8/6/2020
Dobsonville – Ref No: GP 9/6/2020
Doornkop – Ref No: GP 10/6/2020
Douglasdale – Ref No: GP 11/6/2020 (X2 Posts)
Florida – Ref No: GP 12/6/2020
Hammanskraal – Ref No: GP 13/6/2020
Heidelberg – Ref No: GP 14/6/2020
Hillbrow - Ref No: GP 15/6/2020
Katlehong - Ref No: GP 16/6/2020 (2 Posts)
Kempton Park – Ref No: GP 17/6/2020 (X2 Posts)
Khutsong – Ref No: GP 18/6/2020
Kliprivier – Ref No: GP 19/6/2020
Linden – Ref No: GP 20/6/2020
Lyttelton – Ref No: GP 21/6/2020 (X2 Posts)
Magaliesberg – Ref No: GP 22/6/2020
Midrand – Ref No: GP 23/6/2020 (X2 Posts)
Nigel – Ref No: GP 24/6/2020
Norkempark – Ref No: GP 25/6/2020
Sophia Town – Ref No: GP 26/6/2020
The Barrage – Ref No: GP 27/6/2020
Tokoza – Ref No: GP 28/6/2020
Villiera – Ref No: GP 29/6/2020
Westonaria – Ref No: GP 30/6/2020 (X3 Posts)
Wierdabrug – Ref No: GP 31/6/2020
Wonderboompoort – Ref No: GP 32/6/2020
PC Office Parktown – Ref No: GP 33/6/2020
Pretoria West VCIU – Ref No: GP 34/6/2020
Protea Glen VCIU – Ref No: GP 35/6/2020
Pretoria West VSS – Ref No: GP 36/6/2020
Protea Glen Flying Squad – Ref No: GP 37/6/2020
Benoni Flying Squad – Ref No: GP 38/6/2020
Silverton Accident Combatting – Ref No: GP 39/6/2020
Brixton Accident Combatting – Ref No: GP 40/6/2020
Krugersdorp POP – Ref No: GP 41/6/2020
Vereeniging POP – Ref No: GP 42/6/2020
Benoni HRDC – Ref No: GP 43/6/2020 (X2 Posts)
Springs HRDC – Ref No: GP 44/6/2020 (X2 Posts)
Krugersdorp HRDC – Ref No: GP 45/6/2020
Aeroton Crime Detection – Ref No: GP 46/6/2020

**REQUIREMENTS**

Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending.

Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours.

**DUTIES**

Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting, Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids. In the cleaning of the premises, loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware, and utensils.

**NOTE**

Only the official application form (available on the SAPS website [www.saps.gov.za](http://www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the
application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID, Minimum Grade 10 qualification and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post must be attached. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be e-mailed timeously. Late applications will not be accepted or considered.

ENQUIRIES:
Tel No: (011) 274-7832 or Tel No: (011) 274-7423/4/5/7 or Tel No: (011) 74-7913