PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 18/82  :  MEDICAL OFFICER GRADE 1- GRADE 3 (POST) – RE-ADVERTISEMENT
REFERENCE NUMBER  :  EHD2020/07/07

SALARY  :  Grade 1: R821 205 – R884 670 per annum (all-inclusive remunerative package)
          Grade 2: R938 964 – R1 026 693. per annum (all-inclusive remunerative package)
          Grade 3: R1 089 693 – R1 362 366. per annum (all-inclusive remunerative package)

CENTRE  :  Ekurhuleni Health District

REQUIREMENTS  :  Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Officer. Current proof of registration with the HPCSA as a Medical Practitioner. Basic medical degree (MBCHB) . Grade 1: Less than 5 years relevant experience, Grade 2: At least 5 years, but less than 10 years relevant experience, Grade 3: 10 years and more relevant experience. 3 years’ experience in providing direct care and ARV treatment including the use of second and third line agents. Management of complex HIV and TB infections. A Diploma in HIV management is highly advantageous. A valid driver’s license is essential.

DUTIES  :  Work with Department of health, City of Ekurhuleni and HIV Partners at Sub-District and District Level. Provide clinical support to facilities for the effective management of HIV and AIDS, STI and TB. Provide on-site and distance support of good clinical practice to Clinicians in District, Hospitals, and CHC and PHC facilities. Perform MMC in the high volume sites during the peak season. Train and monitor contracted VMMC doctors. Ensure quality VMMC services are rendered across the district. Responsible for contracting and sub-contracting of MMC doctors according to National Department of Health MMC within the District. Provide guidance for implementation of Department of Health HAST treatment protocols. Keep abreast of the developments in the TB/HIV programme areas. Perform all other duties delegated by Supervisor /Manager.

ENQUIRIES  :  Ms S. Motloung. Tel No: (011) 876 1820
APPLICATON  :  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  :  07 August 2020

POST 18/83  :  SUPERVISOR: PHARMACEUTICAL SERVICES REF NO: TDHS/A/2020/51

SALARY  :  Grade 1: R821 205 – R871 590 per annum
          Grade 2: R897 936 - R953 040 per annum

DIRECTORATE  :  Pharmaceutical Services
CENTRE  :  Tshwane District Health Services

REQUIREMENTS  :  Diploma/Bachelor Degree in Pharmacy. Registration with SAPC as a pharmacist. A minimum of 4 years’ appropriate experience after registration as a pharmacist with SAPC. Supervisory skills, planning and organizing skills. Ability to work as a member of a multidisciplinary team. High level of reliability. Good problem solving and interventional skills and must be able to work under pressure and take initiative. Proficiency in Microsoft office and Rx solution software. Valid South African driver’s license. Knowledge of supply chain management, financial management, HR management, dispensing requirements and of legislation relating to the provision of pharmaceutical services. Sound leadership; negotiation skills; analytical skills; communication skills (verbal and written); problem solving and project management skills. Must be able to work under pressure. Achievement driven and self-motivated. Ability to interact with all key stakeholders within and outside the department. Must be a team player. Other Skills / Requirements: Other Skills / Requirements: Excellent verbal and written communication skills.

DUTIES  :  Supervision of the Dispensary in the Regional Pharmacy. Ensure availability and accessibility of medicines. Provisioning of high quality pharmaceutical care in the District. Project management, Human resource management, staff training, staff appraisals and
supervision of work team in Dispensary. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Participate in the implementation of, and compliance with, the National Core Standards and Good Pharmacy Practice in the pharmacy. Conduct regular audits in the Pharmacy. Adhere to all pharmacy policies and procedures. Deputize for the Responsible Pharmacist/Pharmacy Manager when necessary. Perform other duties as allocated by the pharmacy manager. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by the pharmacy manager. Comply with Performance Management and Development System (contracting, reviews and final assessment).

ENQUIRIES
Ms M Haines Tel No: (012) 356 9201

APPLICATIONS
Applications must be submitted to @ TshwaneHR@gauteng.gov.za

NOTE
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. certified SAPC registration certificate and proof of current registration/payment with SAPC.

CLOSING DATE
07 August 2020

POST 18/84
OPERATIONAL MANAGER SPECIALTY LABOUR WARD REF NO: PHOLO 2020/07/01(1 POST)
Directorate: Nursing.

SALARY
R562 800 - R633 432 Salary scale per annum (plus - benefits)

CENTRE
Pholosong Hospital

REQUIREMENTS
A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic as an advance midwife ry. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in an advance midwife.

DUTIES
Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of maternal health as per guidelines and policy. Participate in the analysis, formulation and implementation of maternal guidelines

ENQUIRIES
Ms K.F. Mabuza Tel No: (011) 812 5170

APPLICATIONS
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550

NOTE
No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe 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. People with disability are encouraged to apply.

CLOSING DATE
07 August 2020
ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: CHBAH (1 POST)
Directorate: Radiography

SALARY: R517 326 per annum (Plus benefits).

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five ((5) years must be appropriate Managerial /supervisor. Current registration with HPCSA for 2019/2020. Knowledge, skills, training and competencies required. Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES: Support the Radiographer Manager in order to meet the objective of the department. Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centred Radiography service for in- and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within Radiology. Encourage a multidisciplinary approach by fostering close working relationship with other Departments in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at Departmental level. Adhere to Provincial Hospital and Departmental Policies, Procedures, Guidelines Regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES: Ms. NG Tseou Tel No: (011) 933 8434

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

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

**CLOSING DATE**: 14 August 2020

**POST 18/86**: CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH (X 2 POSTS)

Directorate: Radiography

**SALARY**: R466 119 per annum (Plus benefits).

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA in Radiography. Minimum of three (3) years experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2019/2020. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of Public Hospital operational systems. Demonstrates effective interpersonal skill, strategic planning, organizational skills, leadership qualities and supervisory skills.

**DUTIES**: Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial Hospital and Departmental Policies, Procedures, Guidelines Regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**: Ms. NG Tsoeu Tel No: (011) 933 8434

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

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

**CLOSING DATE** : 14 August 2020

**POST 18/87** : **CLINICAL PROGRAM COORDINATOR, REF NO: TDHS/A/2020/33**  
(Re-Advertisement). Candidates That Were Previously Interviewed Are Encouraged To Re-Apply

**SALARY** : R444 276 – R500 031 per annum (OSD post)

**DIRECTORATE** : HIV/AIDS/STI & TB

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : A degree/diploma in Nursing or any other related field. A minimum of 5 years working experience within the HAST environment. In-depth knowledge of global and national HAST policies and guidelines. Experience in coordinating and managing the District Implementation Plan process. Project Management experience. Advanced monitoring and quality improvement skills. Ability to manage multiple stakeholders with competing priorities. Other Skills / Requirements: Ability to function under pressure and within multi-sectoral team. Good verbal and written communication skills. Advanced computer skills. Valid driver’s license.

**DUTIES** : Coordinate and support the implementation of the integrated HAST programme across the district. Ensure that programme service delivery is rendered in line with National Policy Guidelines. Provide technical support to health facilities. Mentoring and coaching of the programme stakeholders. Advocate for the functional integration of HAST Programmes into PHC. Participate in the development of the Annual HAST Business, Operational Plan and Annual Performance Plan documents. Coordinate all key partners supporting the integrated HAST programme. Compile monthly, quarterly and progress reports. Attend meetings and workshops.

**ENQUIRIES** : Dr. Jude Omeh Tel No: (012) 451 9022 / 9154

**APPLICATIONS** : Applications must be submitted to @ TshwaneHR@gauteng.gov.za

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

**CLOSING DATE** : 07 August 2020

**POST 18/88** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING):**  
DIRECTORATE: PROFESSIONAL DEVELOPMENT REF NO: EHD2020/07/08

**CENTRE** : Ekurhuleni Health District

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice No. RRR425 qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be added advantage. A valid driver’s license is essential. Computer literacy. Proof of current registration with SANC. Evidence of Short Courses e.g. HIV, TB, STI, PMTCT, IMCI and VMMC. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and in a team.

**DUTIES** : Plan, organize, coordinate and monitor Trainings. Ensure clinical practice by the clinical team in accordance with the guidelines. Coordinate training at the level which includes: Develop training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories, coordinate and train clinical support programmes e.g. PMTCT, ADL etc. Facilitation of training programs across the District. Coordinate professional development training as per Central Office training schedule. Coordinate study leaves applications for full time and part time studies and ensures that the study leave policy is adhered to. Submit plans and quality training reports according to set dates. Attend meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and implement continuous professional development (CPD) according to provincial framework and SANC. Perform all other duties that are delegated by the supervisor/manager.

**ENQUIRIES** : MrF. Mudau Tel No: (082) 497 7011

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

**FOR ATTENTION** : Human Resource Manager

**CLOSING DATE** : 07 August 2020
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.

POST 18/89: CLINICAL PROGRAMME COORDINATOR: GRADE-1 TRAINING & DEVELOPMENT (1 POST) REF NO: PHOLO 2020/07/02
Directorate: Nursing

SALARY: R444 276– R500 031 Salary scale per annum (plus - benefits)
CENTRE: Pholosong Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualifications that allows registration with the SANC as a Professional nurse. A minimum of 7 years appropriate / recognisable experience in nursing after registration as professional nurse with SANC in general nursing. Qualification/experience in nursing education/staff development will be added an advantage.
DUTIES: Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards and self- development. Must have strong leadership skills, good verbal and written communication skills, conflict management skills, good interpersonal relationship and ability to work under pressure. To ensure that nursing and midwifery practitioners are equipped to address the disease burden and population health needs within a revitalised healthcare system in South Africa. Conduct skills audit and keep records. Monitor training needs, draw a training schedule on theory and practice. Monitor and keep records of continuous professional development. Maintain professional growth/ ethical standards and development of self and subordinates. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

ENQUIRIES: Ms. O.A. Mokoena Tel No: (011) 812 5000
APPLICATIONS: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe 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. People with disability are encouraged to apply.

CLOSING DATE: 07 August 2020

POST 18/90: OPERATIONAL MANAGER NURSING: GENERAL UNIT OUT PATIENT DEPARTMENT REF NO: PHOLO 2020/07/03 (1 POST)
Directorate: Nursing

SALARY: R444 276 - R500 031 per annum (plus - benefits)
CENTRE: Pholosong Hospital
REQUIREMENTS: A minimum of 7 years appropriate/ recognizable experience in nursing after registration Professional Nurse with the SANC in General Nursing. Proof of registration with South African Nursing Council. Basic computer literacy (Word, excel etc.) Sound knowledge of legal framework related to health. Demonstrate an understanding of HR and Finance policies. Maintain sound labor relations within staff, patients and all other stakeholders.
DUTIES: Demonstrate an in department understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team(unit) in accordance with the scope of practice and nursing
standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, Supervision of other health professionals and junior colleagues including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing services.

ENQUIRIES: Ms. O.A. Mokoena Tel No: (011) 812 5000
APPLICATIONS: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe 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. People with disability are encouraged to apply.

CLOSING DATE: 07 August 2020

POST 18/91: PROFESSIONAL NURSE SPECIALITY ADVANCE MIDWIFE REF NO: TDHS/A/2020/35 (X8 POSTS)

DIRECTORATE: Nursing
CENTRE: Tshwane District Health Services
REQUIREMENTS: Grade 1: Minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the speciality of advanced midwife. Grade II: A minimum of 14 years appropriate/recognisable Experience in Nursing as Professional nurse with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality (advanced midwifery). Computer literacy. Certificate in ESMOE training will be an added advantage. Communication and Problem-solving skills. Other Skills / Requirements: Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP and PMTCT guidelines. Promotion of MBFHI. Minimize Obstetrical Patient Safety Incidents. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multidisciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance with National Core standard, policies, regulations, protocols, guidelines and SOP. Accurate data collection.

ENQUIRIES: Ms N Giyose Tel No: (012) 451 9048
APPLICATIONS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE: 07 August 2020

POST 18/92: ASSISTANT DIRECTOR: CORPORATE SERVICES: REF NO: CCRC/ASD CORPVERSE/07/01

CENTRE: Cullinan Care and Rehabilitation Centre (CCRC)
REQUIREMENTS: The candidate must be in possession of Administration/Public Management/General management/ Bachelor's Degree/National Diploma or equivalent qualification at NQF Level 7 or above. _5 years’ experience as supervisor and understanding of administration and services. Understanding of the relevant legislation and policies such as PFMA.Public
Service Regulations. Good report writing, interpersonal relations, communication and planning skills. Computer literacy and be able to work under pressure. A valid driver’s license. Public hospital administration will be an added advantage.

**DUTIES**
- Manage the hospital support services. Management of General Administration Unit, Patient admin, Registry services, Transport section, Property Care Takers department, Laundry, Switchboard, Support Services (Housekeeping, Food services, Cleaning and hygiene). Improve internal Controls of the hospital admin. Ensure that his/her operations are in line with the hospital strategy and be part of the development of the strategic and operational plans. Promote the vision and mission of the GDoH. Monitor PMDS of subordinates. Direct and manage projects aimed at improving the administrative efficiency. Oversee employee relations and Human Resource Development of above staff. Compile comprehensive reports. Be part of the Executive Management Team of the Institution.

**ENQUIRIES**
Mr. J K Makhoba Tel No: (012) 734 7050

**APPLICATIONS**
The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, 1000 or mailed to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000

**CLOSING DATE**
7 August 2020

**POST 18/93**
MONITORING AND EVALUATION OFFICER: REF NO: PHOLO2020/0704

**SALARY**
- R376 596 – R454 920 (Level 9) per annum (plus - benefits)

**CENTRE**
- Pholosong Hospital

**REQUIREMENTS**
- An appropriate recognized three-year National Diploma / Degree with a minimum of 2-5 years’ experience in Monitoring and Evaluation Department, or grade 12 with a minimum of 10 years’ experience at a supervisory level in Monitoring and Evaluation Management Department. Ability to work under pressure in a changing environment. Understanding objectives of Quality Assurance. Driver’s license. Knowledge in Tier.Net will be added advantage. Must be computer literate (Ms Word, Excel, Ms PowerPoint). Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP. Maintain electronic records of all data collected.

**DUTIES**
- Ensure the gathering and collection of quality data for compilation of M & E reports. Work with departments and units to correct discrepancies emanating from errors found and audits conducted. Regular follow-up on non-submission of M & E and Information data. Communicate with the staff in the directorate assigned to you and ensure the delivery of the Hospital strategy and operational plan. Provide monthly M&E reports including ad-hoc reporting. Data analysis, Data aggregation, Data clean up, Data reporting, Co-ordinate and chairing of information committee (Data interrogation and clean up), Co-ordination of District Health Expenditure Report, District Health Plan, District Quarterly Review, Client Satisfaction Survey and compliance to the Ideal Hospital Framework. Availability of data and security of electronic information. Interpretation of data for health programmes & planning. Monthly data submission to Regional and Provincial Office. Sustaining Monthly Performance Hospital Reviews. Compliance of the Ideal Hospital Framework. Compilation and review of the facility operational plan capturing. Present hospital information as feedback to management and sectional heads. Develop, manage and implement information flow plan. Effective management of the Information Office. Supervision of Data Capturing, understand data cost contribution towards budget and its impact. Working with Ward Clerks / Operational Managers in ensuring proper reporting of data with TPH 21 and TPH 57.

**ENQUIRIES**
Mr. J. Fernandes Tel No: (011) 812 5170/5179

**APPLICATIONS**
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE**
No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal
record checks, credit/financial stability checks and employment verification). The recommended candidate maybe 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. People with disability are encouraged to apply.

**CLOSING DATE**: 07 August 2020

**POST 18/94**: **ASSISTANT DIRECTOR: HAST REF NO: EHD2020/07/09 (1 POST)**

Directorate: Finance

Re-Advertisement

**SALARY**: R376 596 – R443 601 per annum

**CENTRE**: Ekurhuleni Health District

**REQUIREMENTS**: Grade 12 certificate, Accounting as a passed subject, with 5 years’ experience at salary level 7, working with Conditional Grants or Financial Management. Diploma or Degree in Financial Management with a minimum of 3 years’ experience at salary level 7, working with Conditional Grants or Financial Management. Knowledge of BAS, SAP, SRM and business processes management systems. Knowledge of GRAP and Financial Management processes within the public sector. Computer literacy in Ms Excel, Ms Word and Ms PowerPoint. Sound knowledge of relevant financial prescripts (PFMA, Treasury Regulations, DoRA and any finance policy). Ability to work in a team and also independently. Good planning, organising, presentation and communication skills (Verbal and Written). Budget forecasting skills, problem solving, decision making and ability to work effectively and efficiently at all times. Human resource management skills. Internal control and risk management skills.

**DUTIES**: Annual Conditional Grant budget preparation, MTEF forecasting, presentation and submission to key Stakeholders. Oversee the compilation and costing of HAST Business and Operational Plans. Oversee the capturing of the HAST annual Budget on the BAS system. Utilisation of correct HAST SCOA allocations. Monthly and quarterly reporting to relevant stakeholders in terms of the PFMA and DoRA. Ensure compliance of Hospitals with the financial prescripts. Ensure that personnel are correctly linked under the HAST programme. Monitor the implementation of Business Plan by the Programme and Hospitals within Ekurhuleni District. Mentor and monitor hospitals on the management of HAST budget and expenditure. Offer support and training on Finance HAST operational activities. Perform scheduled and unscheduled visits to Hospitals to ensure continuity and sustainability in the management of annual HAST allocation. Give finance related support to HAST programme managers and hospitals. Effective and efficient management of transfer payment/subsidies to contracted NPOs. Mentor and monitor NPOs’ spending as per signed MoA for HAST and Mental Health programmes. Analyse the NPOs Annual Financial Statements (AFS) for HAST and Mental Health programmes. Adjudication of NPOs’ funding applications as submitted to Gauteng Departments of Health. Management of reconciliations (BAS/ SAP/ Medsas/ Persal, Parking and Accommodation). Manage Human Resource of Finance, including planning and allocation of work, maintenance of discipline and the quality of work delivered by employees.

**ENQUIRIES**: Mr. T. Musi Tel No: (011) 876 – 1700

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

**FOR ATTENTION**: 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**: 07 August 2020

**POST 18/95**: **LABOUR RELATION OFFICER REF NO: EHD2020/07/10 (2 POSTS)**

Directorate: Human Resource Management

**SALARY**: R257 508 per annum (plus benefits)

**CENTRE**: Ekurhuleni Health District

**REQUIREMENTS**: Grade 12 with five years’ experience in Labour Relations, Diploma/degree in HRM/Labour Relations with minimum of three years’ experience. Knowledge of relevant legislative prescripts and policies. Computer literacy in MS Office package. A valid driver’s license is essential. Excellent consultation, verbal and written communication skills.
DUTIES: Management of database and drafting reports to relevant bodies. Support and advise all facility managers and employees on progressive discipline, management of misconducts and grievance management. Promoting labour peace in the workplace between management, employees and organised labour. Initiate and promote training for management and staff. Provide support in the management of consultative structures and strike management. Provide support in PIIRR, Medical Reviews, EEC and any other committee. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES: Ms M. Ramudzuli Tel No: (011) 876 - 1728
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400. 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: 07 August 2020

POST 18/96: COMMUNITY LIAISON OFFICER REFS-TDHS/A/2020/24 (1 POST)
Directorate: HIV/AIDS/STI&TB (HAST)

SALARY: R257 508 per annum (plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: An appropriate degree or equivalent qualification in Health and Social Science. A qualification in Health Promotion. Experience within the HIV/AIDS/STI&TB (HAST) environment. A valid code B driver’s license. Computer literacy. Ability to function under pressure.
DUTIES: Provide technical support and mentoring for facility-based community Health Workers (CHWs) and those placed at DoH funded NPO’s (HTS and Hospices). Ensure that allocated targets are met. Liaise with WBoT team’s leaders at Sub-District level. Ensure counselling complies with quality assurance protocols (RTCQI, Proficiency testing and facility accreditation). Maintain a good relationship between intergovernmental departments and District support partners to ensure that the HAST Program meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with other intergovernmental departments, NPO’s, private sectors and CBO’s. Coordinate the implementation of NSP 2017-2022 and HTS policy including VMMC, TB/HIV collaboration, HTA and adherence clubs. Monitor and strengthen Condom Distribution in all Primary Distribution Sites (PDSs) within Tshwane Sub-Districts. Monitor and conduct support visits to DoH funded HTS NPO’s on monitoring of budget and program compliance. Compile and submit reports (monthly, quarterly and annually) for the HTS, HTA, NPO Claim and Monitoring tool reports. Identify training needs for CHWs. Conduct in-service training to capacitate CHWs. Lead and form NPO forum meeting at a sub-district level.

ENQUIRIES: Mrs W Moripe Tel No. (012) 451 9022 / 9043
APPLICATIONS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za.
CLOSING DATE: 07 August 2020

POST 18/97: HUMAN RESOURCE OFFICER REF NO TDHS/A/2020/29 (1 POST)
Directorate: Support Services

SALARY: R257 508 per annum (Level 7) (plus benefits)
CENTRE: Bronkhorstspruit Hospital
REQUIREMENTS: Grade 12 or equivalent RVQ 13 qualification with 5 years’ experience in Human Resource Environment within the public sector. Above average computer skills. Knowledge of HR prescripts and legislation related to the positions functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions. Good communication skills, Good interpersonal Relations, Computer literacy, valid driver’s license. Ability to work under pressure
DUTIES: The incumbent of the post will be responsible for the supervision of HR activities such as Recruitment and Selection, appointments, retentions, absorptions, Probationary matters, terminations, allowance, leave, MMS, SMS, OSD and other administrative related matters. Provides inputs for the improvement of HR administration procedures, guideline and policies. Supervise evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resource reporting to this position effectively. Render professional Human Resource administration advice and liaise with client in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g. PERSAL report and statistics). Attend to AG request and queries. Implement grade and
pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.

ENQUIRIES
Mr T.J Mokhopa, Tel No: (012) 451 9107/9035

APPLICATIONS
Applications must be submitted to @ TshwaneHR@gauteng.gov.za

CLOSING DATE
07 August 2020

POST 18/98
FINANCIAL CONTROLLER OFFICER REF NO TDHS/A/2020/27 (1 POST)
Directorate: Finance

SALARY
R257 508 per annum (plus benefit)

CENTRE
Bronkhorstspruit Hospital

REQUIREMENTS
Grade 12. Senior Certificate with Accounting as a subject plus a minimum of 4 years relevant working experience in finance equivalent. A relevant 3 years tertiary Qualification plus a minimum of 2 years relevant working experience in financial management. Knowledge and experience in BAS, SAP, PAAB or MEDICOM (SRM and E-Invoicing) and Persal. Knowledge of PFMA, Treasury Regulations and financial policies and financial procedures, Sound accounting skills. Previous experience in the department would be an advantage. Computer literacy, excellent written and verbal communication skills. Driver’s license will be an added advantage, but not mandatory.

DUTIES
Releasing of RLS01 on SRM and approving supplier’s invoices on SAP (E-Invoicing). Ensure correct allocations and commitments on financial schedule to be captured on SRM. Follow-up all outstanding payments. Manage reconciliation of payments per supplier and preparing and updating of commitment register. Ensure compliance for accruals. Issuing of Entity Maintenance Form. Clearing of Theft and Losses and Inter Responsibility Clearing Account. Correction of incorrect allocations. Approve general journals for incorrect allocations, stock items and medicine issued to institutions Monitor and report on fruitless, wasteful, unauthorized expenditure and donations. Supervise the Cashier and Sub-Cashier. Safekeeping of Basic Accounting records and face value documents. Represent Tshwane District and asses District Performance through a District Health Expenditure Review. Reconciliations of transversal systems (BAS/SAP, BAS/Revenue, AS/Medsas, BAS/Parking and BAS/Persal). Compile and manage the budget of institutions in the District. Request BAS reports to institutions and managers. Assist in preparations of inputs for the annual, MTEF, and adjustment budget. Monitor budget spending in accordance with set policies and procedures. Provide assistance to management and institutions in the district in terms of budget, expenditure and reporting monthly. Prepare in Year Monitoring (IYM) report of the District. Perform and monitor all accounting and financial operations of institutions in the district. Effective system of internal control as well as fraud prevention. Handling enquiries from suppliers and managers of institutions. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor. Management of revenue in the hospital

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

APPLICATIONS
Applications must be submitted to @ TshwaneHR@gauteng.gov.za

CLOSING DATE
07 August 2020

POST 18/99
SUPPLY CHAIN OFFICER REF NO TDHS/A/2020/31 (1 POST)
Directorate: Supply Chain

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

CENTRE
Bronkhorstspruit Hospital

REQUIREMENTS
Grade 12 Certificate and Degree/Diploma in Supply Chain Management/Finance/Equivalent qualification with 3-5 years relevant experience in Supply Chain Management. Knowledge and experience in SRM and SAP. Understanding of the Legislative framework governing the Public Services. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of working procedure in terms of the working environment. Previous experience in the department would be an advantage. Computer literacy, planning and organization, good written and verbal communication Skills, job knowledge, interpersonal relations, flexibility and teamwork. Driver’s license will be an added advantage.

DUTIES
Ensure correct allocations and commitments on financial schedule to be Management, Acquisition, Logistics and Asset Management). Compile reports in areas of supervision. Liaise with internal and external in relation to procurement of goods and services. Responsible for performance assessments and development of staff. Handling enquiries from suppliers and managers of institutions. Perform any other supply chain management related function as required by Supervisor. Compile reports in areas of supervision.
ENQUIRIES: Mr. Oupa Nama, Tel No: (012)451 9265
APPLICATIONS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE: 07 August 2020

POST 18/100: DATA TECHNOLOGIST (INFORMATION OFFICER) REF NO: TDHS/A/2020/53

SALARY: R257 508 per annum
DIRECTORATE: Health Information Management
CENTRE: Tshwane District Health Services
REQUIREMENTS: Grade 12 certificate or equivalent relevant qualification plus 3 years’ experience on DHIS 1.4, 2 or more years’ experience on Web DHIS & Tier.net system with certificate in both DHIS & Tier.net. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an Understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work under Pressure. Ability to analyze and communicate data. Understand Health Information data flow and reporting requirements. Ability to work independently and as part of a team. Project and time management Skills to ensure timeous reporting of good quality data. Be able to supervise data capturers. Ability to train health Professionals. Code 8 Drivers License
DUTIES: Effective usage of all Information data bases (Web DHIS, and Tier.net). Ensure that Good Quality data is collected and reported. Provide feedback to facilities and programme managers. Generate reports from Information systems as required. Set up systems to improve data quality. Develop Data Collection Tools. Handling data queries. Administrative duties. Technical Support to Facilities. Provide Facilitation and mentoring to staff across the District

ENQUIRIES: Mr. Oupa Nama, Tel No: (012)451 9265
APPLICATIONS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE: 07 August 2020

POST 18/101: DATA CAPTURER REF NO: TDHS/A/2020/52

SALARY: R173 703 per annum
DIRECTORATE: Health Information Management
CENTRE: Tshwane District Health Services (Sub District 5&6)
REQUIREMENTS: Grade 12 certificate or equivalent relevant qualification plus 2 or more years’ experience on Web DHIS & Tier.net system. Certificate in DHIS and Tier.net. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Code 8 Drivers License
DUTIES: Capture data within set time frame. Effective usage of all Information data bases (Web DHIS, and Tier.net). Follow up on incomplete information and provide feedback to facilities and programme managers. Generate reports from Information systems as required. Set up systems to improve data quality. Develop Data Collection Tools. Handling data queries. Administrative duties. Technical Support to Facilities

ENQUIRIES: Mr. Oupa Nama, Tel No: (012)451 9265
APPLICATIONS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE: 07 August 2020

POST 18/102: FINANCIAL CLERK REFS-TDHS/A/2020/28 (1 POST)

Directorate: Finance
(12 months contract)

SALARY: R173 703 per annum (Level 5) plus 37 %
CENTRE: Bronkhorstspruit Hospital
REQUIREMENTS: Grade 12/Senior certificate with Accounting as a subject or equivalent qualification at NQF level 4 and One (1) year experience in finance. Knowledge of PFMA, Treasury Regulations, Government Financial Procedures, BAS, Persal and SAP. Sound Accounting skills. Computer literacy, excellent written and verbal skills.
DUTIES: Processing payments of creditors and service provider accounts. Manage commitment register and accruals; reconciliation of creditors and service provider’s statements. Captured allocations – E – invoicing. Safekeeping of basic accounting records/face value documents. Monitoring and clearing of incorrect allocations. Process general journals (SAP). Request Bas reports. Assist in preparations of inputs for the annual, and adjustment budget. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Provide allocations and commitments on financial schedule to be captured on SRM. Perform any other finance related functions as required by the supervisor.
APPLICANTS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
ENQUIRIES: Mr. Oupa Nama, Tel No: (012)451 9265
CLOSING DATE: 07 August 2020

POST 18/103: HUMAN RESOURCE CLERK REF NO TDHS/A/2020/30 (1 POST)
Directorate: Support Services
(12 months contract)

SALARY: R173 703 per annum (Level 5) plus 37 %
CENTRE: Bronkhorstspruit Hospital
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification. A qualification in Human Resource Management/ Public Administration/Management. At least 1-2 years' experience working in a Public service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work wide range of internal and external partners. Ability to handle confidential information. Knowledge of regulations and legislative framework related to personal administration. Knowledge and experience of the PERSAL system will be added as an advantage.

DUTIES: Perform administration duties such as appointment, promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Attend to HR related enquires and audit queries. Ensure safe keeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager

ENQUIRIES: Mr T.J Mokhopa, Tel No: (012) 451 9107/9265
APPLICATIONS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE: 07 August 2020

POST 18/104: MATERIAL RECORDING CLERK REF NO TDHS/A/2020/32 (1 POST)
Directorate: Supply Chain
(12 months contract)

SALARY: R173 703 per annum (Level 5) plus 37 %
CENTRE: Bronkhorstspruit Hospital
REQUIREMENTS: Grade 12 or equivalent qualification, plus three years credible experience in the field of procurement, computer literacy, good communication skills, knowledge in stock management, knowledge of provisioning administration, SAP, PFMA and Treasury regulations and instructions. Experience in hospital environment will be added advantage

DUTIES: Liaise with internal and external stakeholders in relation to procurement of goods. Obtain quotations, complete procurement forms for purchasing of standard office control, keep and maintain assist register. Management and control of inventory, maintaining minimum and maximum stock levels. Conducting stock taking. Issuing and receiving of stock. Compilation of monthly stock balance report in line with demand plan and minimum and maximum procedure. Compile demand plan for all the commodities in the stock room

ENQUIRIES: Mr. Oupa Nama, Tel No: (012)451 9265
APPLICATIONS: Applications must be submitted to @ TshwaneHR@gauteng.gov.za
CLOSING DATE: 07 August 2020

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

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result
in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

OTHER POSTS

**POST 18/105**

**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, (011) 355 9502

**NOTE**

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

**CLOSING DATE**

7 August 2020

**POST 18/106**

**SOCIAL WORK MANAGER: PARTNERSHIP AND FINANCING (2 POSTS)**

**SALARY**

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

**CENTRE**

Metro Region Ref No: SD/2020/07/02 (01 Post)

Ekurhuleni Region Ref No: SD/2020/07/03 (01 Post)

**REQUIREMENT**

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 0332

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, Tel No: (011) 355 9501, Ekurhuleni Region, 40 Catlin Street, Germiston,1400 or posted to - Private Bag X1008, Germiston, 1400 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.

CLOSING DATE: 7 August 2020

POST 18/107: 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.

CLOSING DATE: 7 August 2020

POST 18/108: 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

CLOSING DATE: 7 August 2020

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

POST 18/109: 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. 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: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 7 August 2020

POST 18/110: 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.


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 Notes: Errors & Omissions Expected:

CLOSING DATE: 7 August 2020

POST 18/111: OPERATIONAL MANAGER NURSING (2 POSTS)

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

CENTRE: Zanele Mbeki Frail Care Centre Ref No: SD/2020/07/08 (01 Post)
Father Smangaliso Cycc Ref No: SD/2020/07/35 (01 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 Mkhatshwa

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 Mkhatshwa CYCC, Soutpan Road, Soshanguve

FOR ATTENTION: Ms C Letoaba Tel No: (012) 797 8304

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

CLOSING DATE: 7 August 2020

POST 18/112: SOCIAL WORK SUPERVISOR (56 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 (19 Posts)
Johannesburg Metro Region Ref No SD/2020/07/16 (11 Posts)
Tshwane Region Ref No SD/2020/07/17 (14 Posts)
Westrand Region Ref No SD/2020/07/18 (6 Posts)
Sedibeng Region Ref No SD/2020/07/19. (6 Post)

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 (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 and 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: (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-(012) 359 3314 or Private bag X266, Pretoria, 0001. Sedibeng Region, 3 Moshoeshoe Street, Sebokeng for attention Ms J Phetshana Tel (016) 930 2068 or Private Bag X209, Vanderbijlpark 1911.

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

CLOSING DATE: 7 August 2020

POST 18/113: ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION (3 POSTS)

SALARY: R376 596 per annum (plus benefits)

CENTRE: Head Office Ref No: SD/2020/07/09 (01 Post) Johannesburg Metro Region Ref No: SD/2020/07/10 (02 Posts)

REQUIREMENT: 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: 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. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention- Mr O Mkhabela, (011) 355 79367 or Private Bag x5 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: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 7 August 2020

POST 18/114: ASSISTANT DIRECTOR: NPO FUNDING (2 POSTS)

SALARY: R376 596 per annum (plus benefits)

CENTRE: Sedibeng Region Ref No: SD/2020/07/11 (01 Post) Ekurhuleni Region Ref No: SD/2020/07/12 (01 Post)
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, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000: Mr Z Jaca Tel No: (011) 355 7678. 

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

CLOSING DATE: 7 August 2020

POST 18/115: 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, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 for Attention- Ms N Pete Tel No: (011) 820 0332 or post to Private Bag x1008, Germiston, 1400, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng 1911 for attention Ms Lorna Harmse (016) 930 2055 or post to Private Bag X209, Vanderbijlpark, 1911.

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

CLOSING DATE: 7 August 2020

POST 18/116: 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: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
CLOSING DATE: 7 August 2020

POST 18/117: SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT PROGRAM REF NO: SD/2020/07/20

SALARY: R363 801 – R 581 178 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 (011) 355 7678.
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE: 7 August 2020

POST 18/118: SENIOR ADMIN OFFICER: SYSTEMS CONTROL AND TRAINING REF NO: SD/2020/07/21 (2 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 year’s 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 Building,
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 7 August 2020

POST 18/119: 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 (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 E Choshi Tel No: (011) 355 7700.
**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 7700/16 or Private Bag x 2068, Krugersdorp, 1740.

**Johannesburg Metro Region**, Johannesburg M 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 No: (016) 930 2068 or Private Bag X209, Vanderbijlpark, 1911.

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

**CLOSING DATE**: 7 August 2020

**POST 18/121**: **SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING (10 POSTS)**

**SALARY**: R316 791 per annum (plus benefits)

**CENTRE**:
- Sedibeng Region Ref No: SD/2020/07/29 (02 Posts)
- Ekurhuleni Region Ref No: SD/2020/07/30 (02 Posts)
- West Rand Region Ref No: SD/2020/07/31 (03 Posts)
- Tshwane Region Ref No: SD/2020/07/32 (03 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. analyse 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
Mr SM 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 7700/16 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.

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

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

**CLOSING DATE**: 7 August 2020

**POST 18/122**: **PERSONAL ASSISTANT (2 POSTS)**

**SALARY**: R257 508 per annum (plus benefits)

**CENTRE**:
- Johannesburg Head Office Corporate Services Ref No: SD/2020/07/33 (01 Post)
- Social Crime Prevention and VEP Ref No: SD/2020/07/34 (01 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 manager. 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 No: (011) 355 7703
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE: 7 August 2020