

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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

- APPLICATIONS** : Applications must be submitted on a duly online completed Z83 form www.gauteng.gov.za
- FOR ATTENTION** : Human Capital management
- CLOSING DATE** : 24 August 2020
- NOTE** : It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Preference will be given to people with disabilities. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Following the interview and exercise, the selection panel will recommend SMS candidates to attend a generic management competency assessment. The certificate for entry into SMS and full details can be sourced by the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Preference will be given to female applicants for SMS posts. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 19/159** : **CHIEF DIRECTOR: BACK 2 BASICS REF NO: REFS/005651**
Chief Directorate: Back 2 Basics
- SALARY** : R1 251 183 per annum (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF7 in Public Administration/Local Government/ Development Management or relevant field of study. Coupled with a minimum of 5 years' experience at a senior managerial level working in local Governance and Municipal level in the public service, and 3 years proven hands-on experience in managing B2B program. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity; Knowledge and understanding of legislative and Policy framework governing the Local Governance and Municipalities in the Public Service; Knowledge and understanding of processes and systems regulating the Local Governance and Municipal practices in the Public Service; Knowledge and understanding of Departmental Strategic focusing on Local Governance and Municipal priorities; Strategic Management skills; Project Management skills; Financial Management skills; Conflict management skills; Interpersonal Skills; Planning and Organizing skills; Leadership Skills; Coordination Skills; Facilitation Skills; Analytical Skills; Knowledge Management skills; Project monitoring and evaluation.
- DUTIES** : Advise, coordinate and monitor the implementation local government performance improvement programme in the province and municipalities; Provide strategic advice and support in the implementation of local government performance improvement programme; Manage the coordination of stakeholders within and outside of government in support of local government improvement programme; Monitor performance of provincial COGTA Departments and their municipal support programmes; Facilitate development and coordinate implementation of support packages and interventions to address immediate performance challenges; Oversee

		management of complaints and correspondence from citizens, ministry, presidency and parliament.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, cell: (071) 474 7078/51
<u>POST 19/160</u>	:	<u>DIRECTOR: BACK 2 BASICS REF NO: REFS/005652</u> Chief Directorate: Back 2 Basics
<u>SALARY</u>	:	R1 057 326 per annum (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus NQF7 in Public Administration/Local Government/ Development Management or relevant field of study. Coupled with a minimum of 5 years' experience at a middle managerial level working in local Governance and Municipal level in the public service and 3 years proven hands-on experience in managing B2B program. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity; Knowledge and understanding of legislative and Policy framework governing the Local Governance and Municipalities in the Public Service; Knowledge and understanding of processes and systems regulating the Local Governance and Municipal practices in the Public Service; Knowledge and understanding of Departmental Strategic focusing on Local Governance and Municipal priorities; Strategic Management skills; Project Management skills; Financial Management skills; Conflict management skills; Interpersonal Skills; Planning and Organizing skills; Leadership Skills; Coordination Skills; Facilitation Skills; Analytical Skills; Knowledge Management skills; Project monitoring and evaluation.
<u>DUTIES</u>	:	Provide support to province and implement policies and programmes to improve performance of municipalities; Coordinate and monitor implementation of performance plans in municipalities; Coordinate stakeholders within and outside government in support of local government improvement programme; Collaborate and participate in provincial B2B coordinating structures to monitor and report municipalities performance; Management of complaint's and correspondence from parliament, presidency and citizens; Facilitate support action plans and intervention to address immediate performance challenges in a municipality; Assist the department in coordinating reports on B2B action plans by local municipalities; Collate, consolidate and report on progress by municipalities on the B2B programme; Support in particular Municipalities that are in distress on B2B matters acting on behalf of the department; Regularly hold meetings with the concerned municipalities to facilitate the B2B action plans; Conduct any other function in relation to B2B as directed by the MEC, HOD and/or their delegate; Report to the MEC, HOD and/or their delegate on the status of Local Government in relation to the B2B programmes
<u>ENQUIRIES</u>	:	Caiphus/ Andy, Cell: (071) 474 7078/51
<u>POST 19/161</u>	:	<u>DIRECTOR: DISASTER MANAGEMENT REF NO: REFS/005748</u> Directorate: Disaster Management
<u>SALARY</u>	:	R1 057 326 per annum (all-inclusive package)
<u>CENTRE</u>	:	Midrand
<u>REQUIREMENTS</u>	:	Matric plus NQF7 in Disaster Management, coupled with a minimum of 8 years' experience in Disaster Risk Management or a risk related field and 5 of the 8 years' experience must be in a middle managerial level. A post graduate degree will be an added advantage. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Problem management skills; Analytical and logical thinking; Good communication Skills; Project Management skills; Client Orientation and Customer Focus; Leadership and Facilitation skills; People management skills; Planning and organizing skills; Report writing skills; knowledge of programme and project management; Policy analysis and development; Knowledge and application of Disaster Management legislation; knowledge of the departmental

DUTIES

- : policies, priorities and processes; Understanding of public service legislation and systems; Flexibility and ability to work under pressure; Honesty and integrity; Attention to detail; Confidentiality; Work overtime and be on stand-by to respond to incidents and disasters in the province; Knowledge of Microsoft packages and a valid driver's license. Must be ambulatory.
- : Manage arrangements for the development and adoption of integrated disaster management policy in Gauteng; Supervise the execution of disaster management policy between the province, metropolitan and district municipalities; Oversee co-operation with the national and provincial spheres, neighbouring provinces and international role players; Ensure the functionality of disaster management centers in the province; Manage Intergovernmental structures for disaster management in the province; Manage the development and implementation memoranda of underrating; Ensure effective Disaster risk assessment and risk reduction process in the province; Generate Provincial Indicative Disaster Risk Profile; Monitor, updating and disseminating disaster risk information; Supervise disaster risk assessment quality controls; Manage Disaster management planning including development and review of Disaster management framework and disaster management plans in the province; Ensure Scoping and development of disaster risk reduction plans, projects as well as the inclusion of disaster risk reduction efforts in other structures and projects; Ensure Integration of disaster risk reduction with spatial development planning; Supervise the incorporation of disaster risk reduction planning into integrated development planning; Supervise the Implementation and monitoring of disaster risk reduction programmes and initiatives; Ensure the Progressive application of disaster risk reduction strategies, techniques and measures by provincial organs of state, municipalities and other key stakeholders; Manage disaster operations during sports and recreational events in the province; Manage pre-disaster response activities including early warning and Dissemination of early warnings; Manage disaster response activities including Assessments, classification, declaration and review of a disaster; Supervise Disaster impact assessments, revises and reporting; Ensure Integrated disaster response and recovery and rehabilitation operation; Coordinate disaster management funding activities for the province; Management disaster risk reduction funding and projects; Manage post disaster funding initiatives including grants; Provide advice to municipalities, sectors and other stakeholders; Supervise disaster risk reduction, Provincial Security and Events, Monitoring and Evaluation committees; Manage distribution of disaster relief for the province; Develop and implement Policies, regulations and Standard Operating Procedures for disaster response for province; Manage PDMC operations; Manage staff performance; Manage staff leave plan; Manage staff training and development; Coordinate activities of the directorate; Manage conflict in the team.
- : Caiphus/ Andy, Cell: (071) 474 7078/51

ENQUIRIES

OTHER POSTS

POST 19/162

- : **DEPUTY DIRECTOR: DISASTER MANAGEMENT REF NO: REFS/005259**
Directorate: Disaster Management

SALARY
CENTRE
REQUIREMENTS

- : R733 257 per annum (all-inclusive package)
- : Johannesburg
- : Matric plus NQF7 in Disaster Management, Humanitarian Studies, Sustainable Development or relevant field of study. Coupled with a minimum of 5 years working experience in Disaster Management. 3 of the 5 years must be in a supervisory level. A post graduate qualification will be an added advantage. Competencies: knowledge of the Disaster Management legislation and the implementation thereof, Skills to develop and manage the implementation of Disaster Management policies, Communication skills, problem solving, analytical thinking, Organisational skills, Project Management skills, Ability to work under pressure, Computer Literacy and a valid driver's license. Must be ambulatory.

DUTIES

- : Manage and co-ordinate disaster response and recovery in the province as and when required on a 24 hour basis; Manage and provide support to the municipalities and sector departments during incidents and disasters; Manage the coordination of different stakeholders (Sector departments, private sector and other entities) during incidents or disasters; Manage the coordination of disaster relief during incidents disasters and incidents in the province; Manage

response to incidents and disasters in the Province; Participate in Provincial Joint Operation Centre and Municipal Joint Operation Centre; Manage disaster impact assessments during and after disasters or incidents or disaster; Manage physical verification of damaged infrastructure following an incident in the province; Manage declaration and classification processes of disasters in the province; Manage post disaster reports and reviews; Manage the facilitation of post disaster funding in the province; Manage the implementation of disaster projects in the province. Manage the facilitation and implementation of post disaster rehabilitation and reconstruction plans and projects in the province; Provide advice to municipalities, sectors and other stakeholders; Participate in disaster risk reduction, Provincial Security and Events, Monitoring and Evaluation committees ;Manage distribution of disaster relief for the province ;Develop disaster response and funding guidelines ; Develop and implement Standard Operating Procedures for disaster response for the PDMC; Developing and coordinating disaster risk assessment processes (Micro & Macro); as well as reports for the province; Assist with the development of disaster management plans for the province and assisting sector departments to develop plans; Assist with development of disaster management frameworks for the province and assisting municipalities to develop disaster management framework; Develop seasonal, events and disaster response plans and other relevant Contingency for the Provincial Disaster Management Centre; Conduct preparatory workshops for disaster response activities in the Province Implement disaster response plans ;Coordinate Contingency plans and response plans from the municipalities, sector departments and other public entities ; Management of staff.

- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51

- POST 19/163** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: REFS/005207**
Directorate: Intergovernmental Relations

- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7/ B-Tech in Public Administration, Law, Arts, Social Sciences or Development Studies or relevant qualification, coupled with a minimum of 5 years appropriate relevant experience in a municipality or supporting municipalities with at least 3 years at a supervisory level. A post-graduate degree would be an added advantage. Competencies: a proven track record in working with or in a municipality; a proven track record of designing, implementing, monitoring and closing of projects; Excellent working knowledge of Windows including the use of Microsoft Word, PowerPoint, Excel, electronic diary management, email and Internet; Excellent written and verbal communication skills; Knowledge of reporting procedures, procurement directives and procedures, compilation of management reports, planning and organising, and subject knowledge; Organisation and ability to operate computers; Good interpersonal relations; Ability to apply problem solving techniques; Project management skills; Ability to formulate and analyse policy; Analytical thinker; Good verbal exchange of information requiring difficult explanation and tact; Ability to prepare routine notes, minutes, memoranda and letters; Ability to work as part of a team and build the team; Presentation and facilitation skills; Ability to think innovatively and bring innovative ideas and approaches to the table that may impact existing policies/methods and understanding; A driver's license is essential.

- DUTIES** : Drive the Intergovernmental Relations Strategy of the Department and the provincial IGR agenda; Coordinate political and technical IGR structures by contributing to setting the agenda and tracking resolutions; Support municipalities in implementing their IGR strategies; Develop an support plan to enhance municipal capacity in IGR and design monitoring tool to identify gaps and areas for targeted support; Coordinate quarterly meetings of IGR practitioners to assist municipalities in sharing best practice, enhancing the skills of IGR practitioners and identify areas of collaboration between municipalities and sector departments; Collaborate with the Municipal IDP Directorate to ensure seamless development within the province avoiding duplication and wastage of government resources; Facilitate the development of memoranda of understanding between the spheres of government and sector departments; Monitor the MEC/MMC forums of sector departments, measure its outcome and its impact on municipalities; and Align and ensure

effectiveness of municipal IGR structures; Develop an implementation plan and monitoring tool; Coordinate quarterly meetings of IGR practitioners; Coordinate quarterly meetings of the MEC/MMC; Align and ensure effectiveness of municipal IGR structures; Develop and Manage Strategic Partnerships within and outside the department; Continuously engage, communicate and liaise with customers and identify changes in their needs and expectations; Foster and maintain positive and productive inter-governmental relations both internally and externally; Promote strategic partnerships with relevant professional, academic, business, industry and public entities aimed at supporting the department to implement its programmes and develop its staff; Participate in relevant fora for the benefit of the department, including but not limited to meetings and workshops called by the Department of Cooperative Governance, Office of the Premier, other sector departments.

ENQUIRIES : Caiphus/ Andy, Cell: (071) 474 7078/51

POST 19/164 : **DEPUTY DIRECTOR: CORPORATE GOVERNANCE REF NO: REFS/005179**
Directorate: Risk Management

SALARY CENTRE REQUIREMENTS : R733 257 per annum (all-inclusive package)
: Johannesburg
: Matric plus NQF level 7/ B-Tech in Internal Audit or relevant qualification, coupled with a minimum of 3-5 years Internal Audit experience at a supervisory level. Competencies: Understanding of the Public Finance Management Act; Knowledge of King IV on Corporate Governance, Public Service Act, Treasury Regulations and Extensive auditing skills; Good business process mapping skills; good working knowledge of Microsoft Office and MS Project; Knowledge and understanding of accounting principles, practices and concepts; Overview of BAS system and other financial management systems. Knowledge of accounting legislations including the Treasury Regulations; Customer management skills; Strong leadership skills; Strong consulting and advisory skills; Business acumen; Supervisory ability; Report writing skills; Coaching and training skills; Results/quality management; Innovation/continuous; Improvement; Problem solving; Analytical; Initiative; Interview skills; Team work ability; Ability to meet deadlines; Innovative; Ability to take ownership of tasks.

DUTIES : Facilitate and coordinate external audits, compliance and risk audits, IT audits and Performance audits in line with the audit plan from the Gauteng Provincial Treasury and Auditor General plan; Develop response action plans for internal and external audit findings based on recommendations and follow up to ensure that management implements the agreed actions; Draft committee charters and monitoring the functionality of the committees established; Assess the adequacy of key internal controls; Review the quarterly performance report and the portfolio of evidence for validity, reliability, accuracy and completeness; Review of the Standard Operating Procedures for different units; Input in the development of 3 years audit plans; Maintain effective working relations with all the departmental operating management; Develop the compliance Risk Register; Monitor the implementation of the risk register; Promote operational efficiency, minimise errors and threats by providing an independent, objective assurance and advisory service to evaluate and improve the effectiveness of internal controls and the integrity of financial and other information; Develop a comprehensive, practical program of coverage for assigned areas; Manage the activities of officials assigned to the review of various organisational and functional activities; Execute internal control reviews in compliance with the Corporate Governance methodology; Maintain effective working relations with all the departmental operating management and other Stakeholders.

ENQUIRIES : Caiphus/ Andy, Cell: (071) 474 7078/51

POST 19/165 : **ASSISTANT DIRECTOR: DISASTER MANAGEMENT REF NO: REFS/005180**
Directorate: Disaster Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (plus benefits)
: Midrand
: Matric plus NQF6/National Diploma in Disaster Management or related field, coupled with a minimum of 3 years' experience in Disaster Management. A four years qualification, two years supervisory experience and a registration

with a recognised Disaster Management Professional Body will be an added advantage. Competencies: knowledge of the disaster management legislation and the implementation thereof; skills to develop disaster management policies; communication skills; problem solving; analytical thinking; organisational skills, project management skills, ability to work under pressure, computer literacy and a valid driver's license.

DUTIES : Establishment and maintenance of an integrated institutional capacity for disaster management at provincial and municipal level, inclusive of the advisory forum, disaster management centres and drafting of Disaster Management Policies and Frameworks. Assist with developing and implementing provincial disaster risk reduction policies, plans and programs. Ensure municipalities and relevant stakeholders develop and implement integrated disaster management plans in accordance with approved disaster management legislation. Ensure effective and appropriate disaster response and recovery by implementing a uniform approach to the dissemination of early warnings, averting or reducing the potential impact of respect of personal injury, health, loss of life, property, infrastructure, environments and government services. Implement immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur. Gather or collect information and compile assessment reports during and/or after incidents/disasters. Assist with development and implementation of a comprehensive information management and communication system, assist with the establishment integrated communication links with all disaster risk management role players. Promote a culture of risk avoidance among stakeholders by capacitating role players through integrated education, training and public awareness programmes informed by scientific research. Assist and advise municipalities and provincial departments with the process of accessing funds for Disaster Management. Supervise Senior Administrative Officers in maintaining and co-ordinating disaster response and planning structures in the municipalities of Gauteng. Write memorandum, reports and other required correspondence. Attend and participate in workshops conferences and seminars. Arrange and initiate Disaster Management workshops/training for the Province. Assist municipalities with the establishment and maintenance of volunteer structures. Manage and co-ordinate disaster response and recovery on a 24-hour basis.

ENQUIRIES : Caiphus/ Andy, Cell: (071) 474 7051/78

POST 19/166 : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT COORDINATION**
REF NO: REFS/005181 (X2 POSTS)
 Directorate: Community Development

SALARY : R376 596 per annum (plus benefits)
CENTRE : Ekurhuleni and Sedibeng
REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Development Work or equivalent qualification, coupled with 3 - 5 years community work experience. Competencies: supervisory skills; management skills; computer skills; communication skills; facilitation skills, problem solving skills, organisational skills, project management skills, secretariat skills, analytical skills, performance and development management skills, public participation skills, public relations and events management skills; knowledge of the PFMA; understanding of the Municipal Structures Act, Municipal Systems Act and Municipal Financial Management Act. A valid driver's license.

DUTIES : Supervise the work of Community Development Workers (CDW's) as well as coaching and mentoring; Report to the directorate the work of the CDWs; Convene regular meetings with CDWs for briefing and reporting purposes on progress, problems experienced; Network with high level officials in municipalities and other government departments; Ensure that the unit's budget is aligned to the PFMA; Participate in the design and implementation of strategic plans, vision and operational plans; Align the unit's vision and mission to that of the department; Establish working relations with external stakeholders, all spheres of government and various directorates within the department; Facilitate strategic intervention to ensure efficient service delivery; Compile reports that assist other government departments to identify shortcomings; Manage and coordinate the establishment of Intergovernmental Fora (IGF); Monitor daily and weekly reports from the CDWs and compile monthly, quarterly and annual reports; Advise CDW's on immediate possible solutions to community problems; Offer human resources support to CDWs by

identifying their training needs and ensuring that they make use of Employee Assistance Program services when necessary; Compile reports on volatile wards and submit them to the department; Conduct environmental scans in preparation for MEC's imbizos; Network with other government departments on advocacy communication material; Assist in the layout design of the CDW Programme material; Facilitate information dissemination to communities and all government departments; Ensure that door to door targets are met; Compile data gained from door to door visits and submit to all government departments; Secure resources for CDWs e.g. stationary, tracksuits and business cards; Prepare agendas and secure venues for staff cluster meetings.

ENQUIRIES

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Caiphus/ Andy, Cell: (071) 474 7051/78

POST 19/167

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ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE REF NO: REFS/ 005182

Directorate: Strategic Planning, Programme Management and Organisational Performance

SALARY

:

R376 596 per annum (plus benefits)

CENTRE

:

Johannesburg

REQUIREMENTS

:

Matric plus NQF level 6/ National Diploma in Public Management/ Strategic Management or relevant qualification, coupled with 4-5 years strategic planning experience in public service environment. Competencies: Strategic Planning Skills; Reporting skills; Analytical skills; Monitoring skills; Facilitation skills; Interpersonal skills; Monitoring and evaluation skills; Planning and organizing; Leadership skills; People Management skills; Communication skills; Coordination and facilitation skills; Detail orientated; Problem solving skills; Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in the Public Service; Knowledge and understanding of Departmental key priorities, strategic objective, goals and reporting framework.

DUTIES

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Assist and support with the compilation of a Departmental Strategic Plan, Departmental Annual Performance Plan and Departmental Operational Plan; Assist, organise and support consultation sessions with programme managers; Capture and record inputs provided for the strategic plan; Schedule follow up sessions with programme managers on the implementation of the strategic plan; Assist and support strategic planning follow up sessions; Capture corrective action on the implementation of strategic plan; Compile work plan of senior admin officer; On-going mentoring and coaching of SAO; Manage the work of SAO; Compile quarterly progress reports of SAO; Review quarterly progress reports of SAO; Attend and provide inputs in all meetings, workshops and information dissemination sessions; Compile accurate reports for all meetings workshops and information dissemination sessions; Facilitate and guide management in the development of strategic objectives and performance indicators; Structuring strategic plans, APPs and operational plans in accordance to the framework and guidelines provided; Capture and articulate inputs in order to interpret it correctly into objectives or indicators.

ENQUIRIES

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Caiphus/ Andy, Cell: (071) 474 7078/51

POST 19/168

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ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: REFS/ 005745

Directorate: Human Capital Management

SALARY

:

R376 596 per annum (plus benefits)

CENTRE

:

Johannesburg

REQUIREMENTS

:

Matric plus NQF level 6/ National Diploma in Human Resource Management/development or relevant qualification, coupled with a minimum of 3 years' experience in performance management environment. Competencies: Knowledge of Public Service Performance Management legal framework, HR Policies, Public Finance Management Act (PFMA), Public Service Coordinating Bargaining Council (PSCBC), General Public Service Sector Bargaining Council (GPSSBC) Resolutions and collective agreements impacting on PMDS implementation; Good interpersonal skills; Assertive; Good planning and organisational skills; Self-driven and high levels of initiative; Customer service orientated; Excellent team player; Attention to detail; Confidentiality; Tact and discretion; Professional approach and conduct; Computer Literacy; Ability to handle stress; Report writing skills; Mediation and counselling; Basic Practical Accounting.

<u>DUTIES</u>	:	Facilitate the signing of Performance Agreements by all employees on salary levels 1 – 16 by 31 April annually, linked to the financial year; Capture all SMS Performance Agreements on PERSAL system and compile report on non-compliance of filing Performance Agreements on e-PMDS by SL 1 to 12 employees; Analyse probationary reports to determine first time participants on the system; Facilitate the filing of mid-term Performance Reviews and annual performance assessments by SMS and SL 1 to 12 employees e-PMDS; Capture SMS Performance Reviews and annual performance assessments on PERSAL system and assist to compile the non-compliance report; Compile mid-year annual assessments and annual assessment poor performance report of SMS members for submission to DPSA; Facilitate the submission of the HODs performance agreement to the Public Service Commission and DPME on the stipulated due dates; Assist to coordinate the annual performance assessment process of the HoD in consultation with the OoP and DPME; Capture final assessment scores to determine eligibility for performance rewards; Compile business unit's pre and post-moderation performance scores verification letters for moderation committee and approval by heads of unit, respectively; Compile the pre-payment exception reports to and request the post-payment exception reports from Gauteng e-Government to verify accuracy and eligibility of incentives paid to employees; Initiate corrective action for non-payment of performance rewards to qualifying employees; Confirm validity of performance evidence submitted in motivation of highly effective performance rating; Prepare finance mandates for payment of performance cash bonus; Prepare Human Resource Administration (HRA) Forms 6 and 11 for payment of pay-progression; Prepare letters of appointment of the moderation committee members and oversee logistical arrangements for the assembly (meetings) of the moderation committees; Prepare packs for moderation committee meetings; Conduct PMDS internal workshops as and when required; Formulate an effective filing and tracking system to enable easy retrieval of information; Provide secretarial and logistical support for specific Performance Management meetings and workshops; Logistical arrangements for meetings and workshops organised (refreshments, data projector, attendance registers, meeting agendas and venue bookings); Assist to draft PMDS Guidelines and procedure manuals.
<u>ENQUIRIES</u>	:	Caiphus/ Andy, Cell: (071) 474 7078/51
<u>POST 19/169</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: REFS/005746</u> Directorate: Human Capital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits) Johannesburg Matric plus NQF level 6/ National Diploma in Human Resource Management or relevant qualification, coupled with a minimum of 3 years' experience in the field of Conditions of Service, Service Benefits in the Public Service. Competencies: Knowledge and Understanding of Legislative and Policy Framework regulating Conditions of Service and Service Benefits, Leave Administration and PILIR Administration process in the Public Service; Knowledge and Understanding of procedures, process and systems in the implementation of Conditions of Service and Service Benefits, Communication Skills: Written: complex notes/memos/reports; Verbal: exchange of information requiring difficult explanations; Extensive knowledge of PERSAL, ESS and HR prescripts, Good understanding of PSCBC resolutions ,Management Skills; People Skills; conflict resolution Skills; Reporting Skills; Negotiation Skills; Planning and organising skills; Project management skills; Presentation skills; Problem solving skills; Operational planning skills; ability to work under pressure and being self-motivated; ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; ability to build strong client relationship and ability to perform multiple tasks and work overtime where necessary. A valid driver's license.
<u>DUTIES</u>	:	Monitor the development, review, implementation and management of administering processes in Conditions of Service and Service Benefits; Facilitate, drafting, revision and implementation of procedures manuals and policies governing Conditions and Service benefits. Monitor and supervise the information dissemination on new and revised directives and PSCBC Resolutions regulating Conditions of Service and Service benefits; Provide problem solving mechanisms on queries and disputes arising from

implementation in conditions of service and service benefits; Check the correctness of transactions before submission to e-Government for implementation; Monitor and audit the implementation of conditions of service and service benefits; Prepare and provide responses to legislature questions and audit queries on the administration and implementation thereof; Develop and monitor the system of administrating leave and other policy documents relating to leave administration; Provide analysis of leave reports; Monitor the communication of revised national resolutions and directives regulating the interpretation and implementation of leave; Prepare and provide responses to questions and audit queries on the administration and utilisation of leave; Provide advice to management and staff on the utilisation of leave; Manage the receiving and recording of PILIR applications; Manage the provision of feedback to staff on rejected/approved applications; Manage the quality preparation and submission of PILIR applications to Health Risk Manager; Attend meetings with the designated Health Risk Manager on PILIR cases; Attend meetings/bi-lateral at relevant Provincial and National PILIR committees and structures; and prepare and provide reports on the utilisation and financial implications of PILIR in the department; Monitor the implementation of Operational Plans of the unit; Conduct performance reviews and assessments for staff; Identify and implement staff development plans; Implement and monitor staff leave plans. Identify Human Resources risks and develop service improvement mechanism in line with the business needs.

- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51
- POST 19/170** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: REFS/ 005747**
Directorate: Human Capital Management
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF level 6/ National Diploma in Organisational Development/Management Services/Human Resource Management or relevant qualification, coupled with a minimum of 3 years' experience in the field of Organisational Development. Competencies: Work study investigation skills; Change management skills; Establishment administration skills; Job profiling skills; Job evaluation skills; Analytical skills; Report writing skills; Consultation skills; Communications skills; Project management skills; People management skills; Inter-personal skills; Knowledge and Understanding of work study, change management, job profiling, job evaluation, establishment, administration systems, procedures, processes and practices applicable in the Public Services; Knowledge and understanding of the departmental organisational development and change management challenges, processes and procedures. A valid driver's license.
- DUTIES** : Facilitate and coordinate organisational development and change management functions in the department; Facilitate the profiling of newly defined posts; Facilitate the re-profile of redefined posts; Facilitate the process of re-profiled posts to incumbents; Monitor the archive and maintain records on all job profiles; Facilitate and coordinate the job profiles for advertising, performance contracting, evaluation of posts and generic queries on posts; Identify existing posts due for evaluation; Prepare and submit pre-interview questionnaires for evaluation of identified posts; Follow-up on the implementation of job evaluation mandates; Prepare and facilitate a job evaluation panel on evaluated posts; Prepare and submit motivation for implementation of job evaluation results; Monitor and communicate the implementation of job evaluation mandates; Communicates revised national job evaluation circulars and directives to staff in the department; Identify post establishment errors; Prepare and submit motivation for implementation of proposed amendments; Submit mandates on establishment changes for implementation on Persal; Monitor and communicate the implementation establishment mandates to programme managers; Identify work study requirements; Prepare and submit motivation for implementation of work study interventions; Submit and monitor the implementation of work study mandates; Communicate the implementation of work study mandates to programme managers; Coordinate and participate in optimum post and staff utilisation in the department; Input towards the development of change management strategy for projects of change; Implement change management plan; Facilitate pre go-live support to users; Facilitate the institutionalise of change;

- Prepare a close-out report on change management; supervise staff performance and development; Supervise staff leave and training; Input towards development of business plan and operational plan for the unit; Supervise performance and appraisal of employees.
- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51
- POST 19/171** : **ADMIN OFFICER: SECURITY MANAGEMENT REF NO: REFS/005424**
Directorate: Security and Facilities Management
- SALARY** : R208 584 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF Level 5 in Security Management offered by the State Security Agency (SSA) as well as a PSIRA Grade A Security Certificate coupled with working experience in security field of which 5 years is in investigation of security breaches. Competencies: excellent Communication and report writing skills, Customer care and ability to identify and solve security related problems. Knowledge of Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPSS), The Protection of Personal Information (POPI) Act, Public Finance Management Act 1 of 1999; The Criminal Procedure Act 51 of 1977; Security procedures Control of Access to Public Premises and Vehicles Act 53 of 1985, etc. A valid driver's license is a must.
- DUTIES** : Supervision of inhouse and contract security personnel, ensure compliance with Service Level Agreement (SLA) by contract security officers, develop security duty list for inhouse security personnel where necessary, conduct after hours security inspections, ensure that inhouse security personnel enter into performance contract/agreement. Manage departmental office keys, Draft security registers, assist with security evaluation, Investigation and reporting of security breaches and leakage of sensitive information to the ASD: Security Management and relevant security authorities (SAPS and SSA). Ensure protection of state assets (personnel, information, documents and properties). Ensure taking of candidates' fingerprints after their interviews and submission to the State Security Agency (SSA) for screening thereof. Continuous liaison with SSA in respect of preemployment screening of applicants, screening of service providers and vetting of officials.
- ENQUIRIES** : Caiphus/ Andy, Cell: (071) 474 7078/51

DEPARTMENT OF HEALTH

ERRATUM: kindly note that the post of Assistant Director: Radiographer (Radiography) (X1 Post) and Chief Diagnostic Radiographer Grade 1(Radiography) (X2 Posts) for Chris Hani Baragwanath Academic Hospital advertised in Public Service Vacancy Circular 18 dated 28 July 2020,had no reference numbers the reference number of the posts has been amended as follows: Assistant Director: Radiographer (Radiography) X1 Post Ref No: CHBAH 300 and Chief Diagnostic Radiographer Grade 1(Radiography) X2 Posts Ref No: CHBAH 301. There is no need to re-apply as the applications will be considered. Enquiries: Ms. NG Tsoeu Tel No: (011) 933-8434. Closing Date: 31 August 2020 **GAUTENG DEPARTMENT OF HEALTH: ODI HOSPITAL:** Kindly note that the following post was advertised in Public Service Vacancy Circular 16 dated 26 June 2020.The post directorate and duties has been changed from Clinical Manager's office to Chief Executive Officer's office with the following Ref No: ODI/11/06/2020/07). The closing date was the 10 July 2020.The new Ref: No: for this post is ODI/06/08/2020/01.

OTHER POSTS

- POST 19/172** : **MEDICAL SPECIALIST: FAMILY PHYSICIAN REF NO: TDHS/A/2020/40 (X1 POST)**
Directorate: Family Medicine
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
- CENTRE** : Tshwane District Health Services (Refentse CHC)

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Grade 1: Less than 5 years relevant experience as Medical Specialists in a normal Specialty. Grade 2: At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal Specialty, Grade 3: 10 years and more relevant experience as Medical Specialists in a normal Specialty. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed.fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. 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. Valid Drivers License.

DUTIES : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.

ENQUIRIES : Dr. SL Phoshoko Tel No: (012) 451 9224/5
APPLICATIONS : Applications must be submitted at TshwaneHR@gauteng.gov.za
NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

POST 19/173 : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH 298 (X1 POST)**
Directorate: Nursing: Medicine and Psychiatry

SALARY : R949 482 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and Nursing Administration/ Nursing Management obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. A valid driver's license is essential. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at Assistant Manager Nursing. Competencies/Knowledge/Skills: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial and supply chain management policies, guidelines and practices. Sound knowledge of government regulations, policies and acts. Project management skills. Team building skills,

people management skills and interpersonal relations skills. Communication skills (verbal & written), organization skills, problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure.

DUTIES

: Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education and In-service Education and compliance to nursing practice. Ensure advocacy for the patients, nursing ethos and professionalism. Develop and monitor the implementation of guidelines, programs and regulations pertaining to nursing care. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Ensure compliance to professional and ethical practice. Realization of ideal hospital. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES

: Mr Mr. N.B. Mulaudzi Tel No: (011) 933 9779

APPLICATIONS

: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm 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. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). 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

: 31 August 2020

POST 19/174

: **DEPUTY MANAGER NURSING REF NO: EHD2020/08/03**

Directorate: PHC

Re-Advertisement: Applicants who previously applied are advised to re-apply as their previous applicants will not be considered.

SALARY

CENTRE

REQUIREMENTS

: R843 618 – R949 482 per annum (Inclusive remunerative package)

: Ekurhuleni Health District: NSDR

: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma /degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A Minimum of 9 years appropriate/ recognizable experience in nursing after

		<p>registration as Professional nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate /recognizable experience at management level. Computer literacy and Driver's license is essential. Skills: Presentation and report writing skills, Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.</p>
<u>DUTIES</u>	:	<p>Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans and demand plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (City of Ekurhuleni & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status and national core standards by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets.</p>
<u>ENQUIRIES</u>	:	Mrs E Mashigo Tel No: (011) 876-1814
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, hand delivered to 40 Catlin Street Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	21 August 2020
<u>POST 19/175</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD 2020/08/02</u> Directorate: Primary Health Care
<u>SALARY</u>	:	R614 991 - R692 166 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (Ethafeni CHC)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ((Clinical Health Assessment, Diagnosis, Treatment and Care). or Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver's license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as

- well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.
- DUTIES** : Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms E. Mashigo Tel No: (011) 876 - 1814
- NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- CLOSING DATE** : 21 August 2020
- POST 19/176** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/08/01**
Directorate: PHC
- SALARY** : R562 800 – R633 432 per annum
- CENTRE** : Nokuthela Ngwenya CHC (ESDR)
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.
- ENQUIRIES** : Ms N.C Skosana Tel No: (011) 737 - 9768
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, hand delivery to 40 Catlin Street Germiston Attention: Human Resource Manager.

NOTE : 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 : 21 August 2020

POST 19/177 : **ASSISTANT MANAGER NURSING (GENERAL) REF NO: ODI/24/07/2020/01**

SALARY : R562 800 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with SANC as a Professional Nurse Diploma in Midwifery is also required. Diploma/Degree in Nursing Administration will be an added advantage. Registration with SANC as a Professional Nurse, proof of current registration. A minimum of eight (8) years recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least two (2) of the period referred above must be appropriate recognizable experience at management level (less than 1 year from experience for candidate appointed from outside the public service after complying with the registration requirements, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frame works such as Nursing Act, Health Act and Occupational Health and Safety Act.

DUTIES : Overall management of the office administration function. Provide secretarial/receptionist support serves to the CEO's Office. Compliance to Batho- Pele principles and customer care practice. Take minutes during the meetings and compile minute's files. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the CEO's Office. Managing the office diary and arranging appointments. Receiving visitors and documents management. Liaise with relevant stakeholders. Assist with relevant procurement of goods and services. Handle and maintain office records. Management of the CEO's to do list. Photocopying, binding, and scanning, of the documents. Keep abreast with the processes and procedures that apply in the office of the CEO.

ENQUIRIES : Ms. E. P Ntsie Tel No: (012) 725 2312

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

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

CLOSING DATE : 28 August 2020

POST 19/178 : **OPERATIONAL MANAGER (MOU) REF NO: TDHS/A/2020/38 (X1 POST)**
Directorate: Nursing

SALARY : R562 800 – R633 432 per annum (Plus Benefits)

CENTRE : Tshwane District Health Services (Refentse CHC)

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science), with duration of at least 3 years accredited with SANC in terms government notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy and a valid driver's license are essential. Demonstrate knowledge of legislations relevant to the health care services.

DUTIES : Management of the facility by providing comprehensive Mother and child health care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the

multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.

ENQUIRIES : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077
APPLICATIONS : Applications must be submitted at TshwaneHR@gauteng.gov.za
NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

POST 19/179 : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2020/39 (X1 POST)**
 Directorate: Nursing

SALARY : R562 800 – R633 432 per annum (Plus Benefits)
CENTRE : Tshwane District Health Services (Refentse CHC)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 3 years accredited with SANC in terms government notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy. A valid driver's license is essential. Demonstrate knowledge of legislations relevant to health care services. Other Skills/ Requirements: Other Skills/Requirements: Computer Literacy with an understanding of Ms Word, Exel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Code 8 Drivers License

DUTIES : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.

ENQUIRIES : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077
APPLICATIONS : Applications must be submitted at TshwaneHR@gauteng.gov.za.
NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

POST 19/180 : **ASSISTANT DIRECTOR: NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: CHBAH 292 (X1 POST)**
 Directorate: Nuclear Medicine
 Re-advertisement applications who previously applied are encouraged to re-apply.

SALARY : R517 326 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate B Tech degree or National Diploma in Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Four (4) Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities

- and supervisory skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Render effective patient centered Nuclear Medicine service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and 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 projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment 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 APPLICATIONS** : Dr. K Purbhoo Tel No: (011) 933-0843/8502
: 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** : 31 August 2020
- POST 19/181** : **OPERATIONAL MANAGER (GENERAL) NIGHT DUTY REF NO: TDH 010/2020 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R444 276 - R500 031 per annum (plus benefits)
: Tshwane District Hospital
: Grade12:Basic qualification accredited with the South African Nursing Council as a professional nurse in terms of Government Notice R425 qualification(i.e. degree/diploma in Nursing or equivalent qualification that allows registration with SANC as a professional nurse and proof of current registration. Experience in patient care. Computer literate (MS Excel, MS Word and MS Power Point)A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Less one year from experience for candidates appointed from outside public service after complying with registration requirements. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards determine by the relevant health facility. Able to manage own work time and that of subordinate to ensure proper nursing service in the hospital. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Work as part of multidisciplinary team to ensure good nursing team. Demonstrate effective communication with patients, supervisors, junior colleagues and other health professionals including more complex report writing when required. Work effectively and amicably at a supervisory level with persons of a diverse Intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of ideal hospital/National Core Standards targets. Ensure that participation in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Be in charge of the hospital in the absence of the Senior Managers.

ENQUIRIES : Mr Budzwa TF Tel No: (012) 354 – 7600
APPLICATIONS : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.

CLOSING DATE : 21 August 2020

POST 19/182 : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIVES) REF NO: TDHS/A/2020/42 (X9 POSTS)**
Directorate: Nursing

SALARY : Grade 1: R383 226 – R444 276 per annum
CENTRE : Tshwane District Health Services (Refentse CHC)
REQUIREMENTS : Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/ Requirements: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night).

DUTIES : Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.

ENQUIRIES : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077
APPLICATIONS : Applications must be submitted at TshwaneHR@gauteng.gov.za
NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached.

No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

POST 19/183 : **PROFESSIONAL NURSE GRADE 1 SPECIALTY (TRAUMA) REF NO: TDHS/A/2020/41 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R383 226- 444 276 per annum plus benefits
: Tshwane District Health Services (Refentse CHC)
: Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least one year accredited with SANC in Trauma Specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.

DUTIES : Perform both clinical and administrative duties as required as per SANC requisites. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients supervisors other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies

ENQUIRIES APPLICATIONS NOTE : Mr. SR Makua Tel No: (012) 451 9121 or 079 872 6077
: Applications must be submitted at TshwaneHR@gauteng.gov.za
: Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

POST 19/184 : **MIDDLE MANAGER REF NO: CHBAH 299 (X1 POST)**
Directorate: Security

SALARY CENTRE REQUIREMENTS : R376 596 – R443 601 per annum (Level 09) (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12. A three-year National Diploma/B Degree in Security Management, Security Risk Management. Investigation qualification will be added as advantage. A PSIRA Grade B registration certificate. Must be PSIRA registered. Drivers license, Minimum of 3-5 years' supervisory experience. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Public Finance Management Act (PFMA), Occupational Health and Safety Act, Private Security Industry Regulations Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Skills and competences: Sound written and verbal communication skills, Project management skills, Analytical thinking skills, Contract management. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Ability to function independently and work extended hours when necessary. Should not have a criminal record. Experience in a security and investigation environment. A Firearm Competency Certificate will be an added advantage. Applicant should be prepared to

<u>DUTIES</u>	: undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage. : Ensure the implementation of the MPSS (Minimum Physical Security Standard) and the Department of Health's National Core Standard. To manage the Investigation and security operational units. Conduct security threats and risk assessments in his/her area of responsibility. Report security breaches internally and to the South African Police Service. Investigate reported security breaches and the compilation of reports. Ensure the safety of State property, employees, visitors and patients in the hospital on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Management of security equipment. Searching of missing patients in various locations and provision of reports. Assist with the management of riots and strikes. Enforcement of security policies and procedures. Adhere to timelines. Ensure that the rights of employees, patients and visitors are protected. Perform other duties as allocated by the supervisor. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment). Liaise with the SAPS and all other stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. LJ Mnisi Tel No: (011) 933 9549 : 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.
<u>NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 31 August 2020
<u>POST 19/185</u>	: <u>MIDDLE MANAGER REF NO: CHBAH 297 (X1 POST)</u> Directorate: Office of the CEO
<u>SALARY CENTRE REQUIREMENT</u>	: R376 596 – R454 920 per annum (Level 09) (plus benefits) : Chris Hani Baragwanath Academic Hospital (CHBAH) : Grade 12 plus appropriate Diploma/Degree in Office Administration/Public/Business Administration or other related field. Minimum 3-6 years' experience at supervisory/team leader level. Experience as a Personal Assistant/ Executive Support will be an added advantage. Valid driver's license. Experience in management and executive support. Computer literacy (Ms Word, Excel, PowerPoint, Microsoft Office, virtual meetings coordination, analytical capacity leadership, people management, programme project management, financial management, decision making, negotiation and communication skills (verbal and written)).
<u>DUTIES</u>	: Executive support in the Office of the CEO: Maintain and enhance the image of the Office of the CEO by providing professional cordial and good client services. Maintain and manage the diary of the CEO. Efficient day to day management of the Office of the CEO. Coordinate the logistics for the

management meetings and other events that are hosted by the office. Efficient document management in the office. Ensure prompt implementation of decisions taken in executive management meetings. Identify and escalate risks within the office. Accurate and timely submissions for the Office of the CEO: Coordinate the compilation of ad-hoc, monthly, quarterly and annual reports for the Office of the CEO. Assure quality of submissions made to internal and external stakeholders. Confidentiality and safekeeping of documentation in the office. Ensure that all queries, legislature questions are responded to timeously by relevant managers and submissions are reviewed before submission to external and internal stakeholders. Coordinate the development and preparation of management and program performance agreements. Projects implemented through office of the CEO. Monitor activities and projects implemented through CEO's Office. Monitor and provide written reports on activities and projects managed through CEO Office. Follow-up on execution of action plans for resolutions from management meetings. Human and Material Resource management: Manage resources according to the regulations of the department and the institution. Relieve other middle managers in the Office of the CEO. Manage performance and development of subordinates.

**ENQUIRIES
APPLICATIONS**

: Ms. S Masote Tel No: (011) 933 0181
 : 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

: 31 August 2020

POST 19/186

: **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2020/43 (X5 POSTS)**
 Directorate: Rehabilitation Services

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1 R317 976 –R361 872 per annum
 : Tshwane District Health Services (Refentse CHC)
 : Grade 12 plus National Diploma/Degree in Diagnostic Radiography. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer must be attached. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Knowledge of CT Scanner will be an advantage. Good communication, organizational and conflict resolution skills. Other Skills / Requirements: Computer Literacy with an understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Ability to Work Under Pressure. Drivers License.

DUTIES

: Select the exposure factor with due cognizance of all factors. Expose and Process X-rays and ensure X-rays are taken and meet high professional Status. Make sure that regulations pertaining to radiation; protection and Safety

are adhered to and that budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates; plan; Organize and supervise the provision of general and specialized Radiography Services and students. Must be able to work independently without supervision. Must be willing to cover a 24-hour duty roster; that is work shifts: night duty; weekends; Public Holidays.

ENQUIRIES : Mr. T J Mokhopa Tel No: (012) 451 9107/9124 or Ms. E Zitha Tel No: (083) 288 6946

APPLICATIONS : Applications must be submitted at TshwaneHR@gauteng.gov.za
NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

POST 19/187 : **ADMINISTRATION OFFICER REF NO: TDHS/A/2020/45**
 Directorate: Support services

SALARY : R257 508 per annum
CENTRE : Tshwane District Health Services (Refentse CHC)
REQUIREMENTS : Grade 12 or equivalent qualification. 2-3 years relevant experience in a health facility. Computer literacy. Good communication skills verbal and written. Good customer service skills. This position requires an individual who is strongly able to provide administrative support in a team. The candidate must be consistent and confident in managing a busy workload. Must possess high level typing skills and the ability to use own initiative to meet deadlines. Knowledge of District health information systems will be an advantage. 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 : The incumbent will be responsible for ensuring accuracy of daily data integration Collection of raw data form different service points or registers into the computer. Capture data daily in different systems used by the department. Preparing daily, weekly, monthly and quarterly statistics as required. Ensure accurate data is collected and reported on time. File and retrieve patient's files. Manage and Supervise juniors staff, like admin Clerks and Data Capturers. Ensure that patient's records are properly secured. Perform basic unit /office administrative work.

ENQUIRIES : Mr. SR Makua Tel No: (079) 872 6077
APPLICATIONS : Applications must be submitted at TshwaneHR@gauteng.gov.za
NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

POST 19/188 : **PERSONAL ASSISTANT REF NO: TDH09/2020**
 Directorate: CEO's Office

SALARY : R257 508 - R303 339 per annum (Level 07) (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 with Secretarial Management Assistant /Office Administration Qualification plus a minimum of 3yrs secretarial experience. Computer literate and proficient in Microsoft Office Word, Excel and Power Point Outlook) plus ability to work independently. Recommendations office organization skills. General filling skills communicate effectively verbal and written) shortlisted candidate will be expected to undergo a typing and computer literacy test. This post requires mature people who are able to work under pressure and handle stress very well. Able to maintain confidentiality at all times.

DUTIES : Organization skills: manage the office of the CEO, manage all incoming and outgoing correspondences, maintaining filing system(electronically)and physically)managing the diary of the Manager, arranging meetings communication skills receive and reply to all communications, phone Fax e-

- mail etc. Use Computer skills for filling, statistics and database .General typing Making photocopies, ordering and maintain stationery .And equipment organizing and storing paperwork, documents and computer based.
- ENQUIRIES** : Dr. S Nkusi Tel No: (012) 354 – 7653
- APPLICATIONS** : Applications must be submitted on a Z83 form certified copies of CV, ID Qualifications to be attached, Applications should be submitted at Tshwane District Hospital, Private Bag X179, Pretoria, 0001.
- CLOSING DATE** : 21 August 2020
- POST 19/189** : **CHIEF ADMIN CLERK: PATIENT ADMINISTRATION REF NO: TMRH-CAC-01 (X1 POST)**
Directorate: Corporate Service
- SALARY** : R257 508 – R 303 339 Per annum plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12 certificate or equivalent, with Minimum of 5 -10years' experience in Patient Administration or Tertiary Qualification with minimum of 3 years' experience in Patient Administration. Must be computer literate. Have good communication, verbal and reporting skills, good planning and organizing skill, have good knowledge of prescripts governing patient administration, PFMA, Treasury regulations, Public service Acts, UPFS, Records Management Acts, PAIA and National core standards. Knowledge of Batho Pele Principles. Ability to work under pressure. Be prepared to work shifts including. Public holidays and weekends.
- DUTIES** : General management of staff and all activities relevant to patient care in the Patient administration. Manage Patient Administration according to all relevant Acts, prescripts and policies. Management of Records in line with Relevant Prescripts, Records Management Acts and PAIA. Manage downtime in accordance with downtime policy. Manage mortuary. Manage Porters. Ensure maintenance and effective use of equipment. Plan, coordinates and provide effective administrative support for all operational functions. Manage proper booking system. Contract, appraise and train staff in accordance with PMDS. Submit daily and monthly reports to management. Attend to grievances, complains, conflicts and queries in the department and apply disciplinary measures where necessary. Perform any other duties delegated by the supervisor.
- ENQUIRIES** : Mr. Patrick Ntuli Tel No: (011) 891 7001
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, through the following email address: TMRH.Vacancies@gauteng.gov.za, No hand/post-delivery will be accepted.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid.
- CLOSING DATE** : 21 August 2020
- POST 19/190** : **RESIDENCE MANAGER REF NO: TMRH-RM-01 (X1 POST)**
Directorate: Corporate Services
- SALARY** : R257 508 – R303 339 per annum plus benefits

- CENTRE REQUIREMENTS** : Thelle Mogoerane Regional Hospital
 : Grade 12 certificate or equivalent, with Minimum of 5 years' experience in the relevant field or Tertiary Qualification with minimum of 3 years relevant experience in the relevant field. Understanding of administration and support services. Understanding of the relevant legislation and policies such as PFMA. Public Service Regulations. Good report writing, interpersonal relations, communication and planning skills. Knowledge of Batho Pele Principles. Computer literacy and be able to work under Pressure. Public hospital administration will be an added advantage.
- DUTIES** : Managing of residence buildings, grounds, gardens, stock, appliances and facility. Manage residence of staff. Conduct performance appraisal of staff under supervision and encourage strong team work. Ensure the delivery of stock and that of the residence and ensure that is neat, clean and safe at all times. Regularly update of inventories of stock, furniture and equipment. Oversee delivery of all events and functions at the residence. Provide a project management style function from a conception of events or functions. Ensure accommodation for household tenants/guests is of a high standard and offer a quality stay for visitors. Maintain and update information on services and support for residence, guests, visitors and users. Maintain a thorough overview of all maintenance, repairs and other. Liaise with corporate services Managers, nursing personnel, doctors and other personnel. Conduct regular meetings to give feedback and updates on the status of the residence on accommodation committee. Ensure all clients are paying renting and lodging fees timeously. Submit timeously the documents of terminating community service nurses and medical interns. Allocate and manage accommodation and parking for Medical comm. Serve, medical interns, Doctors and Nursing community service and provide reports as expected. Management of core hours and adherence to quality assurance standards. Provide monthly reports for all activities performed for the unit.
- ENQUIRIES APPLICATIONS** : Mr. Patrick Ntuli Tel No: (011) 891 7001
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, through the following email address: TMRH.Vacancies@gauteng.gov.za, No hand/post-delivery will be accepted.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid.
- CLOSING DATE** : 21 August 2020
- POST 19/191** : **PHARMACIST ASSISTANT POST BASIC REF NO: TDHS/A/2020/44 (X5 POSTS)**
 Directorate: Pharmacy
- SALARY CENTRE REQUIREMENTS** : Grade 1: R208 383 – R234 738 per annum.
 : Tshwane District Health Services (Refentse CHC)
 : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual registration. At least 3 years appropriate

experience as Pharmacist Assistant (Post-basic). Other Skills/Requirements: Self-discipline, knowledge of relevant legislation, regulations, policies, implementation and information management, quality assurance and improvement programmes. Leadership, communication skill (verbal and written). Problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines.

DUTIES : Order, Receive and record all stock from regional pharmacy. Management of stock in accordance with the pharmacy SOP's and filling of stock cards. Undertake stock counts and report stock levels to on the electronic systems as required. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Dispense medication to patients according to guidelines.

ENQUIRIES : Ms. Michelle Haines Tel No: (012) 356 9200
APPLICATIONS : Applications must be submitted at TshwaneHR@gauteng.gov.za
NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 21 August 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 31 August 2020
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 19/192 : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT SERVICES**
REF NO: REFS/005915

SALARY : R1 521 591 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus an undergraduate qualification (NQF 7) and a postgraduate qualification (NQF 8) in Human Resource Management/Business Management / or any other equivalent at NQF Level 8 as approved by SAQA. Possess a Pre-entry SMS Certificate. At least 8 – 10 years relevant experience at Senior Management Service (SMS) level. Knowledge, experience and understanding of the Constitution; Public Service Act/Regulations; Labour Relations Act; Public Finance Management Act (PFMA); Public Administration Management Act and Related Regulations; Government Planning and Reporting Frameworks; Medium Term Strategic Framework; Human Settlements prescripts & frameworks; Human Resources Prescripts & Large- scale human resource planning; Provincial Growth & Development Strategy (PGDS); National Development Plan: Vision 2030. Competencies: Strategic capability and leadership, Programme and project management, Accountability, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Client Orientation and Customer Focus, People

management and empowerment, Problem solving and Analysis, Communication, Honesty and Integrity. Attributes: Good interpersonal relations. Ability to work in a stressful environment. Ability to meet strict deadlines and to manage multiple tasks while maintaining priorities. Political sensitivity. Ability to create high performance culture. Focused, logical and organised. Reliable and consistent. Strong management and leadership.

DUTIES : Ensure strategic management is implemented to achieve an integrated service delivery oriented organisation. Ensure good governance and accountability are embedded in the implementation of business operations. Guide and oversee the management and monitoring of human resource management services provision. Provide effective and timely communication and engagement with stakeholders across the value chain (communities, media). Provide strategic advice, leadership and direction in the provision of legal services. Management of the business unit.

ENQUIRIES : Ms A Mogaswa Tel No: (072) 313 8052

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 H 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.

ERRATUM: Kindly note that the post of a Social Work Manager: Probation and Canalisation with Ref No: SD/2020/07/01, Centre: Johannesburg Metro Region) which were advertised in the Public Service Vacancy Circular 17 dated 17 July 2020, The requirements and duties have been amended as follows: Requirements: Degree in Social Work with 10 years relevant/recognizable 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. A valid driver's license. 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: Decision Making, 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. Duties: Facilitate and manage the statutory service delivery, focusing on Probation, Victim Empowerment, Gender Based and Human Trafficking 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. And the post of Assistant Director: Tender and Contracts with Ref No: SD/2020/07/14 (Centre: Johannesburg Head), the number of posts has been amended to (3) three posts instead of one (1): the Closing Date is 14 August 2020 and the post of a Deputy Director: HRM and Auxiliary Services with Ref No: SD/2020/07/07 (Centre: Sedibeng Region) which was advertised in the Public Service Vacancy Circular 18 dated 28 July 2020, the requirements and duties have been amended as follows: Requirements: A 3-year Tertiary qualification in HRM or Administration with 4-

5 years' experience in the field of HR and Administration environment. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Procedures and system in the public services. A valid driver's license. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills. Duties: Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordination of regional records management system and management of service point cluster managers. Manage Fleet functions and activities. Manage Facilities functions and activities related Cleaning Services, Security Services, Switchboard, Building Maintenance and Leases Management. Coordinate OHS functions and activities. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralization plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit. Closing Date: 31 August 2020. All the post that were advertised in circular Number 18 has been withdrawn Please consider the posts that were published on circular 17 dated 17 July 2020.

MANAGEMENT ECHELON

- POST 19/193** : **CHIEF DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: SD/2020/08/01**
- SALARY** : R1 251 183 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Strategic Planning, Monitoring and Evaluation)
: Degree (NQF 7) in Strategic Management/ Public Management qualification plus a minimum of 5 years' senior management experience. Attach the Senior Management Services Pre-Entry Certificate and a valid driver's licence. Skills and Competencies: Excellent strategic capability and leadership skills, outstanding programme and project management as well outstanding written and oral communication and writing skills. Strong financial management, service delivery innovation, client orientation and customer focus skills are essential and good people management, strategic management, project and programme management skills. Extensive knowledge and understanding of and experience in the fields of legislative and policy frameworks governing the Public Service iro strategic planning, monitoring and evaluation, sector and departmental service delivery programmes, Strategic Plans, Priorities and Service Delivery Models are non-negotiable.
- DUTIES** : Coordination of the Monitoring and Evaluation and Strategic Planning functions. Oversee the enhancement, management and maintenance of performance monitoring systems, evaluation frameworks, tools and systems. Facilitate organisational performance reviews and evaluations, strategic planning sessions and manage all organisational reporting functions inclusive of annual reporting. Oversee the strategic planning process. Oversee and manage the budget, compliance monitoring and reporting of the Chief Directorate and all other resources to the Chief Directorate (budget and expenditure, performance and staffing, etc).
- ENQUIRIES APPLICATIONS** : Mr H Pillay Tel No: (011) 227 0067
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr Hayden Pillay, Tel- (011) 227 0067 or posted to- Private Bag X35, Johannesburg, 2000.
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 21 August 2020

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS FOR ATTENTION** : E-mail to: SACR.Recruitment@gauteng.gov.za
: Mr. Jeffrey Gawe Tel No: 011 355 2633
- CLOSING DATE** : 21 August 2020

NOTE : Applicants must apply using Z83 form and attach CV and certified copies of qualifications, ID and Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

OTHER POSTS

POST 19/194 : **DEPUTY DIRECTOR: CREATIVE ARTS (SOUTHERN CORRIDOR) REF NO: REFS/008261**
Directorate: Creative Arts

SALARY CENTRE REQUIREMENTS : R733 257 per annum (all-inclusive package)
: Johannesburg
: Diploma / Degree in Arts / Project management/Public Management. 3-5 years' relevant experience of which 3 years should be in Middle management position. A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration within Arts environment. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

DUTIES : Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.

ENQUIRIES : Vivien Khanye Tel No: (011) 355 2720

POST 19/195 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF: REFS 00/5363**
Directorate: Office of The Head Of Department

SALARY CENTRE REQUIREMENTS : R733 259 per annum (plus benefits)
: Johannesburg
: Minimum diploma/ degree in Business administration or Public administration (NQF Level 7). 3 – 5 years' experience in an executive/managerial support environment, experience in Project Management, Financial Management and Administrative procedures. Basic knowledge of Public service policies and procedures, functioning of Provincial and National Government and Administrative office procedures of which 3 years should be in an Assistant or Middle Management position. Basic knowledge of MS Word, Excel and Powerpoint. Skills: Report writing, decision making, analytical skills, negotiation, financial management, planning, people management, problem solving, good verbal and written communication, computer literacy, stakeholder and partnership management. Knowledge: Public Service legislation, Intergovernmental Relations Management and Minimum Information Security Standards (MISS).

DUTIES : Monitor and control office of the HOD expenses against the allocated budget. Manage and maintain a system of protection of information within the office of the HOD. Manage and provide administrative protocol services at key departmental events. Liaise with internal and external stakeholders. Coordinate and consolidate submission of EXCO, MINMEC and legislature reports. Provision and co-ordination of secretarial services to the Executive Management, Senior Management Teams, and other consultative forums of the Department. Supervision of staff in the office of the HOD. Manage the overall day to day administration and ensure smooth running of the office of the HOD.

ENQUIRIES : Ms. Christinah Molubi Tel No: (011) 355 2606

POST 19/196 : **DEPUTY DIRECTOR: MUSEUMS & MONUMENT REF NO: REFS/005264**
Sub-Directorate: Museums & Monument Services

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

**CENTRE
REQUIREMENTS**

: Johannesburg
: Applicants must be in a possession of a three-year (3) Degree/National Diploma in the field of Arts or Humanities. Post Graduate qualification will be an added advantage. A minimum of 3-5 years' experience in museum and heritage management. Knowledge and understanding of all relevant Legislations in museum and heritage environment. A valid driver's license. Skills: Organizing. Ability to operate computer (hardware and software). Problem solving. Conflict resolution. Project management. Policy analysis and development. Policy/objectives formulation. Budgeting. Facilitation. Research. Analytical thinking. Ability to relate different matters which have common denominators. Interpersonal relationships. Maintaining discipline. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of funds) payments on behalf of the State. Financial regulations and instructions which must be during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist career planning and utilization of personnel. How to supply training which are normally supplied in the day to day in house training of sub-ordinates. Compilation of management reports. Reporting procedures. Research/ analyzing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilization of specific computer packages and efficient utilization of hardware and software.

DUTIES

: Monitor the development of museums in the Province. Liaise with Academic institutions on museum development. Monitor and ensure adherence to policies. Develop and manage museum systems. Manage and provide advice on exhibitions in museums.

ENQUIRIES

: Ms. Vivien Khanye Tel No: (011) 355 2720