

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 20/101** : **HEAD OF DEPARTMENT: OBSTETRICS AND GYNECOLOGY REF NO: REFS/005930**
Directorate: Medical
- SALARY** : R2 161 416 – R2 294 040 per annum (All-inclusive package)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynecology: Master of Medicine in Obstetrics and Gynecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynecologists of South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynecology of South Africa will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory. At least two Master's students supervised to completion. Evidence of accredited publications record.
- DUTIES** : To lead the department in provision of clinical care to patients, teaching and learning of under-and post -graduate students, conduct appropriate research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. Provision of teaching and Learning: To ensure that both under – and post – graduate students are taught the required skills and provided with opportunities to learn, discuss and be examined. To promote the values of teaching and learning in the University of Pretoria Strategic Plans. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, University, Country and internationally in order to promote Research. To ensure attempts to collate research funding. Administration: To ensure the processes of the hospital and University are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure recruitment and retention of staff. To allocate resources fairly and in line with all principles outlined. To provide leadership within the department, hospital and university.
- ENQUIRIES** : Dr. R. Ncha Tel No: (011) 923-2350
APPLICATIONS : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email Only At: TembisaHR5.HRM@gauteng.gov.za
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. NB:Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 04 September 2020
- POST 20/102** : **HEAD OF CLINICAL UNIT: PSYCHIATRY REF NO: REFS/005929**
Directorate: Medical
- SALARY** : R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Specialist Psychiatrist with at least 5-years of experience in clinical medicine post specialist registration. Should be registered as a specialist psychiatrist at the HPCSA. Should have experience in teaching and training of medical students, registrars, medical interns, and other categories of Health Care

		Workers. The applicant should be interested in doing clinical work, doing research, and be involved with the administration of the department.
<u>DUTIES</u>	:	Clinical work: Supervision of clinical staff. Manage own service delivery. Assess and ensure good quality of clinical service delivery. Manage and run the Specialist Psychiatry Outpatients Clinic. Lead the Multidisciplinary ward rounds for in patients. Consultations for patients outside the Psychiatry where required. Review patients' medical records. Education and training: Organize and manage training of pre and postgraduate medical students. Assist in organization of clinical examinations. Evaluate and improve training programmes where appropriate. Monitor and evaluate postgraduate student clinical progress. Attend academic meetings. Manage own clinical development. Research: Develop own research interests and publish appropriately. Support postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development. Perform administrative tasks related to patient management and address complaints. Contribute to electronic databases for research purposes. Attend scheduled meetings with hospital management. Help coordinating duty lists and staff allocation in the department. Assist in coordination of academic programs. Liaise with other departments within the hospital and with other hospitals where required.
<u>ENQUIRIES</u>	:	Dr S. P. Mbeleki Tel No: (011) 923-2053
<u>APPLICATIONS</u>	:	Tembisa Provincial Tertiary Hospital Through Email Only At: TembisaHR4.HRM@gauteng.gov.za
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. NB: Applications to be addressed to: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/103</u>	:	<u>MEDICAL SPECIALIST (SUB-SPECIALIST) – CHILD AND ADOLESCENT PSYCHIATRY GRADE 1 REF NO: REFS/005847</u> Directorate: Medical (Psychiatric)
<u>SALARY</u>	:	R1 283 601 per annum (An all-inclusive remuneration package)
<u>CENTRE</u>	:	Tara the H. Moross Centre, Sandton
<u>REQUIREMENTS</u>	:	The appointment requires a basic medical MBChB or Equivalent degree. A specialist qualification in Psychiatric (FCPsych, MMed or equivalent), and a relevant subspecialist qualification (Certificate in child & Adolescent Psychiatry or equivalent) with current registration with the Health Professional Council of South Africa as a Medical Sub-Specialist in Child & Adolescent Psychiatry. Knowledge, Skills and Competencies required: Outstanding Clinical skills in Child and Adolescent Psychiatry in order to provide patient care and coordinate specialist psychiatry and child psychiatry services using clinical skills, knowledge and experience in field of psychiatry and the subspecialty child psychiatry, preferably with experience and knowledge gained in public service environment. Direct the Tara Hospital child psychiatry inpatient and outpatient services based on clinical experience and effective management and leadership. Develop and review clinical protocols and guidelines for general and child psychiatry. Develop tertiary and specialized child and adolescent psychiatric services for Tara Hospital / University of the Witwatersrand with expert opinion and consensus to aid diagnosis, management and treatment of patients. Collaborate and coordinate the services in the Southern Gauteng region to ensure effective and equitable use of resources and optimal mental health care. Expertise in the development and implementation of training programs for under- and postgraduate students. Develop and co-ordinate the ongoing delivery of undergraduate and postgraduate teaching relevant to general undergraduate and postgraduate psychiatry and subspecialist child psychiatry training appropriate to the needs of the community. Leadership, people management, problem solving, decision making and communications skills. Knowledge of relevant legislation, regulations and policies. Management skills: Human Resources, Finance and Strategy. Maintain good interpersonal

- work relationships and combine effective management and leadership skills to provide optimal service delivery and service delivery innovation. This may involve: human resources, finance, operational management, strategy, quality management, interpersonal and communication skills, problem solving, decision making, mentoring, higher education skill development and research. Have knowledge of the relevant legislation, acts, regulations and policies.
- DUTIES** : To provide a subspecialist in and outpatient services in the assessment and management of children and adolescents. Intersectoral collaboration with all relevant stakeholders, including Department of Education, Department of Justice and Department of Social Development. To supervise Child Psychiatry Senior Registrars, Psychiatry Registrars and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry services within the institution. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand, and to participate in the teaching and training of various categories of Undergraduate and postgraduate students and health professionals.
- ENQUIRIES** : Dr. R Price-Hughes Tel No: 011 535 3001/3276
- APPLICATIONS** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196, can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or Email to TaraHR.Moross@gauteng.gov.za . Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or email.
- CLOSING DATE** : 04 September 2020
- POST 20/104** : **CLINICAL MANAGER GRADE 1 OR 2**
Directorate: Office of the Chief Executive Officer
- SALARY** : R1 173 900 – R1 467 651 per annum (All-inclusive package)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 3 years appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's licence and be willing to work under pressure and stressful situations. Competencies/knowledge: good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (WORD, Excel, outlook power point). Post-graduate master's Qualification will be an added advantage.
- DUTIES** : Manage and supervise all clinical and allied oral health service. Ensure the provision of safe, ethical and high-quality patient care and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of ideal Hospital Realisation and Maintenance Framework in the Hospital. Develop, implement, and monitor quality improvement plans. Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Attend meetings when required to on behalf of CEO.
- ENQUIRIES** : Prof SL Shangase Tel No: (012) 319 2327/2225 OR Mrs Ina Swart Tel No: (012) 301 5705
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705. Or email it to Ina.swart@gauteng.gov or Nomusa.kubheka@gauteng.gov.za
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration of HPCSA and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment.

Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

- CLOSING DATE** : 04 September 2020
- POST 20/105** : **DENTAL SPECIALIST/SENIOR LECTURER GRADE1/2/3**
Directorate: Prosthodontics
Re-advertisement
- SALARY** : R1 106 040 – R1 834 890 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist. Candidates must have experience of teaching and training of undergraduate and postgraduate in both crown and bridge work and removable prosthodontics. Experience with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field. Experience in management and administration. Recommendations any additional qualifications current study and supervision of research projects will be advantageous.
- DUTIES** : The successful candidate will be expected to carry out clinical and didactic teaching of Undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of the final (fifth) year fixed/removable programme including preparation of lecture schedule, lecturing, setting and marking test, providing remediation, conducting continuous assessment by means of partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking research.
- ENQUIRIES** : Prof LM Sykes Tel No: (012) 319 2681 Mrs Ina Swart, Tel. No: (012) 301 5705
APPLICATIONS : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705. Or email it to Ina.swart@gauteng.gov.za or Nomusa.kubheka@gauteng.gov.za
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 04 September 2020
- POST 20/106** : **MEDICAL SPECIALIST: FAMILY MEDICINE REF NO: MRH 06/08/20 (X1 POST)**
Directorate: Family Medicine
- SALARY** : Grade 1: R1 106 040 per annum (TCE Package)
Grade 2: R1 264 623 per annum (TCE Package)
Grade 3: R1 467 651 per annum (TCE Package)
- CENTRE** : Mamelodi Regional Hospital
REQUIREMENTS : MBCHB degree and Registration with the HPCSA as a specialist in Family Medicine. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal relationship skills. Good resource management, problem solving and decision making skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with a diverse team.
- DUTIES** : Direct clinical service provision within the assigned clinical department (unit). Provide direct clinical leadership to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize departmental clinical meetings with the doctors, nurses and other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these

	:	meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager.
<u>ENQUIRIES</u>	:	Dr TT Makhudu Tel No: (012) 841 8302
<u>APPLICATIONS</u>	:	Applications to be sent to Mamelodi Hospital, Private Bag X 0032 Rethabile Mamelodi East 0122, Hand delivery to 19472 Serapeng Street Tsamaya Road.
<u>FOR ATTENTION</u>	:	Ms. K.H. Mokwana
<u>NOTE</u>	:	Commuted overtime is compulsory.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/107</u>	:	<u>MEDICAL SPECIALIST: PSYCHIATRISTS REF NO: HRM 12/2020 (X4 POSTS)</u> Directorate: Medical Services
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum (TCE Package) Grade 2: R1 264 623 – R1 342 230 per annum (TCE Package) Grade 3: R1 467 651 – R1 834 890 per annum (TCE Package)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification in psychiatry which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as a specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	In the General Unit: the provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. In the Forensic Unit: to conduct mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other forensic psychiatry work as needed. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research in the field of psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in hospital committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct.
<u>ENQUIRIES</u>	:	Prof. U. Subramaney Tel No: (011) 951-8341
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/108</u>	:	<u>MANAGER PHARMACEUTICAL SERVICES REF NO: DGMH/08/2020/01 (X1 POST)</u> Directorate: Pharmacy
<u>SALARY</u>	:	Grade: R1 089 693 – R1 173 900 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Dr. George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Degree. Pharm .Valid registration with South African Pharmacy Council (SAPC) as a pharmacist. A management qualification would be advantageous. Minimum of nine (9) years appropriate experience after registration as a pharmacist. A minimum of two (2) years managerial experience within the Government pharmacy environment. Knowledge of relevant legislation and policies pertaining to the field of pharmacy as well as Human Resource and Finance. Knowledge of risk management, Leadership and planning skills. Human Resource –and conflict management skills, advanced administrative, computer and presentation skills. Research development and statistical analysis skills.

DUTIES : Medication Safety Management .Implement best operating practices relating to medication safety with the objective of reducing medication incidents. Drive a system of incident reporting, identify negative trends and implement corrective action. Drive antimicrobial stewardship programs in the hospital. Drive the implementation and compliance to policies and processes. Ensure compliance with South African Pharmacy Council (SAPC), Department of Health (DOH) and statutory and legal requirements, understand their role of the responsible pharmacist. Quality Service Management. Build mutually beneficial relationships with both internal and external customers as it relates to the delivery of an effective and quality pharmaceutical service within the hospital. Engage with Doctors and Patients with regards to medication and other matters. Ensure client expectations are met, and quality client service provided. Maintain professional ethics and ensure these are demonstrated personally and by team members. Financial Management. Achieve hospital budgeted financial goals as it relates to the Pharmacy, communicate and implement cost saving opportunities. Conduct financial analysis monthly, identify negative trends and implement corrective action, ensure that expenses are authorized, allocated and controlled accordingly. Scrutinize stock reports regularly to identify errors and implement corrective measures to ensure proper inventory management is continuously improved risks and identified mitigated. Implement effective stock management processes, ordering stock, received and issued according to set requirement and stock management principles. Stock takes are coordinated according set requirements; and stock variances are reported and addressed in order to minimize risks. Human Resource Management. Demonstrate visible leadership in respect of DoH values and strategy. Participate in hospital management committee meeting and forums, participate in Human Resource meetings to ensure an efficient HR plan to render efficient services. Lead and manage the pharmacy team meetings and ensure participation from all parties. Recruit, retain, motivate and develop Pharmacy staff. Provide direction and inspire positive work behaviour in teams. Review compliance to performance standards and statutory and legal requirements, and manage performance (outputs) of staff within area of responsibility and take remedial action. (PMDS).Manage all HR and labour issues as pertaining to the pharmacy. Support Hospital initiatives and projects as it relates to the pharmacy.

ENQUIRIES : Mrs. S Robberts Tel No: (012). 529 3424/ 0762275094

APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Applications must be submitted with: a signed and dated Z83 form; CV; certified copies of ID, Qualification and (SAPC) registration certificate and current proof of registration. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 04 September 2020

POST 20/109 : **DEPUTY MANAGER NURSING: FORENSIC UNIT REF NO: HRM 13/2020**
Directorate: Nursing Services

SALARY : R949 482 per annum (TCE Package)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : Appropriate Bachelor's degree/ Basic R425. A qualification in Psychiatric Nursing. Post basic Management qualification. Nine (9) years in Nursing and at least five (5) years in Management of Forensic unit. Current registration with SANC, management experience in service planning, development and delivery. Vast knowledge of Mental Health Care Act no 17 of 2002, Criminal procedure Act 77, 78 and 79(2), Child Justice Act, Child Protection Act, PFMA. Computer literacy and a valid Driver's License. Good communication skills.

DUTIES : Facilitate and strengthen Forensic services to support deinstitutionalization. Coordinate Forensic Psychiatry at all levels of care. Monitor the implementation of strategic plans in terms of Observandi and State Patients. Align individual performance to the strategic objectives of the unit. Provide technical support to Management on Forensic Services. Monitor and evaluate the waiting lists of Observandi and state patients. Collaborate and liaise with the SAPS, Correctional Services, Justice Department and the Directorate of Public Prosecution. Support regular audit systems. Monitor the admission procedures

	:	of State patients and Observandi, reclassification, conditional discharges and full discharges of State patients. Ensure the development and implementation of Forensic Policies, Procedures and Guidelines. Provide reports to the National Forensic Directorate as well as Provincial Mental Health Directorate.
<u>ENQUIRIES</u>	:	Mr. M.J. Mapunya Tel No: (011) 951-8257
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/110</u>	:	<u>DENTIST/LECTURER GRADE 1/2/3</u> Directorate: Prosthodontics
<u>SALARY</u>	:	R797 109 – R1 362 366 per annum (All-inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	BChD or BDS degree, registration with HPCSA as dentist. Candidates must have experience of teaching and training of undergraduate students in both crown and bridge work and removable prosthodontics. Particular skills and expertise with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid reliable assessment methods.
<u>DUTIES</u>	:	The successful candidate will be expected to carry out clinical and didactic teaching to undergraduate students predominantly in fixed prosthodontics, to co-ordinate and oversee all aspects of crown and bridge work including lecturing, staff rosters, clinical supervision, and setting evaluation of the final clinical and theory examinations, rendering of treatment to patients, specific administrative duties as agreed upon with the Head of Department and undertaking research.
<u>ENQUIRIES</u>	:	Prof LM Sykes Tel No: (012) 319 2681 Mrs Ina Swart Tel No: (012) 301 5705
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705. Or mail it to Ina.swart@gauteng.gov.za or Nomusa.kubheka@gauteng.gov.za
<u>NOTE</u>	:	Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/111</u>	:	<u>ASSISTANT MANAGER NURSING (GENERAL STREAM) REF NO: REFS/005937</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum (including benefits)
<u>CENTRE</u>	:	Tara the H. Moross Centre, Sandton
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as professional Nurse. Qualification in Nursing Administration will be an added advantage / Equivalent Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate /recognizable experience at Management of Psychiatric Unit. Must have extensive in Psychiatric Post Registration as a professional Nurse with. Knowledge of SCM and HRM procedures, and other relevant public sector legislative framework and related regulations. Strong analytical, problem solving and interpersonal skills. The official will be expected to work day and night duty. Be computer literate and valid driver 's license.

- DUTIES** : The incumbent must be prepared to work shifts. Provide leadership and guidance that produces quality patient care. Ensure that the quality of care is coordinated and delivered to patients, management of staff and other resources. Work with and participate in operational and budget planning and reviews. Generate and coordinate financial, quality, infection control and other reports as needed. Assist in career planning and development of nursing staff. Generate/review nursing protocols and procedures. Perform care audits. Ensure effective implementation of the PMDS in line with Department and institution operational plans. Monitor use of staff, services and facilities to maximize efficiency. Manage and mitigate nursing care risks. Monitor service utilisation rates. Lead and or participate in other teams/committees of the hospital as needed.
- ENQUIRIES APPLICATIONS** : Mr. S Nhleko Tel No: (011) 535 3006/7
: Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196, can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or Email to TaraHR.Moross@gauteng.gov.za . Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or email.
- CLOSING DATE** : 04 September 2020
- POST 20/112** : **DENTAL TECHNICIAN GRADE 1/2/3**
Directorate: Prosthodontics
- SALARY CENTRE REQUIREMENTS** : R317 976 – R532 959 per annum (Plus benefits)
: University of Pretoria Oral Health Centre
: National Diploma, B-Tech degree or any equivalent qualification in Dental Technology. The candidate must have been trained and qualified from accredited institution approved by the South African Dental Technician Council. Candidate must have registered with South African Dental Technicians Council.
- DUTIES** : Preparation of models- casting, trimming and duplication thereof. Prosthetic service- manufacture Dentures- full maxillary mandibular dentures, partial Dentures- Chrome cobalt and Acrylic. Repair dentures, manufacture Bite plates. Assisting of students in Dental Technology related issues. Perform all aspects of Dental Technology. Manage own duties.
- ENQUIRIES APPLICATIONS** : Mr R Luus Tel No: (012) 319 2211
: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705. OR email to Nomusa.kubheka@gauteng.gov.za or Ina.swart@gauteng.gov.za
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, registration with South African Dental Technician (SADT) and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 04 September 2020
- POST 20/113** : **ADMINISTRATIVE OFFICER REF NO: EHD2020/08/04 (X1 POST)**
Directorate: Facility Management Unit
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum
: Ekurhuleni Health District (SSDR)
: An appropriate Technical qualification in Electrical/mechanical/Building. Minimum experience of 5 years in Facility management. A valid driver's license is essential. Qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project Management. Knowledge and experience in the implementation National building regulations will be an added advantage. Good financial management, skills and conflict management. Must

be computer literate (MS EXCEL and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure.

DUTIES : Monitor the credibility of technical data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation of maintenance and infrastructure projects in the institution. Draft reports, monitoring contractors from the appointment date to completion date, plan and execute inspections on infrastructure projects (building, electrical and mechanical). Implement condition assessments, prepare and be able to analyse other specifications, develop bill of quantities, develop proposals and associated costs. Implement inspections on projects (maintenance and infrastructure projects). Facilitate and resolve problems. Supervise and monitor performance of staff in FMU and property caretaker departments. Log calls on the E-Maintenance and make follow up on a regular basis. Communicate with DID on identified defects and attend to emergencies with DID. Perform any other relevant duties as delegated by the Manager.

ENQUIRIES : Mr D. Barnard Tel No: (011) 876 1754
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 04 September 2020

POST 20/114 : **REGISTRY CLERK REF NO: CHBAH 306 (X1 POST)**
Directorate: Logistics (Transport)

SALARY : R257 508 – R303 339 per annum (Level 7) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 with 3-5 years' experience in Transport Management. Computer literacy (Ms Office Package). Valid driver's licences (Code 8/EC/AC) and a valid PDP. Knowledge and understanding of Fleet Management/Transport policy. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the Logistics department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

DUTIES : Supervise, guide and motivate Drivers and Despatchers. Ensure that Subordinates go on training (including in service training). Apply progressive discipline against your Subordinates when need arises Co-ordinate transport – ensure that the best and most economic use of Government vehicles are maintained. Exercise control over the maintenance and expenditure involved

in the use of Government vehicles. Arrange for proper completion and regular scrutiny of all records and returns concerning Government vehicles. Ensure that the vehicles under your control are kept in a good condition and that they are serviced regularly. Ensure the correctness and analyses of all registers e.g. logbooks and reports, controlled and submitted by subordinates. Ensure the safe keeping of vehicle keys and petrol cards. Ensure licensing of motor vehicles is up to date. Ensure that the Drivers licences and PDPs are valid and updated. Ensure that all instructions relevant to the use, operation and maintenance of Government vehicles are complied with. Act as liaison between your office, the mergence and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims. Communicating with Head Office and Government Garage, re shortage of vehicles, damage on vehicles, renewal of licenses, etc. Reporting of accidents and problems to Government Garage as well as Hospital Management and the completion of T282. Controlling Stats entered by Transport Officer (KPI). Attend to any transport related queries Compile a monthly duty roster for Drivers and Dispatching Clerks. Submit weekly and monthly written reports and statistics to Manager. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Maintain professional growth/ethical standards and self-development. Reviews and final assessment.

- ENQUIRIES** : Ms J. van Rensburg Tel No: (011) 933 8756
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 11 September 2020
- POST 20/115** : **ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 307 (X1 POST)**
Directorate: Cardiology Department
This is a re-advertisement and applications who previously applied are encouraged to re-apply.
- SALARY** : R210 567 – R240 762 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 certificate or NQF Level 4. A minimum of 2 years' experience in ECG (basic interpretation), with duration of at least 2 years that allows for the required registration with the Health Professional Council. Excellent interpersonal and organizational skills. Good written and verbal communication

		skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
<u>DUTIES</u>	:	Part of a shift worker team is providing 24hrs ECG service in Accident and Emergency unit and the entire Hospital [Clinics & wards]. Report all faulty equipment's to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to. Ensure safe keeping of all documentation in the office. Compile the weekly and monthly reports. Distribute correspondence, reports and documents .Assist with various administrative duties as assigned by the Team Leader. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms N Shandu Tel No: (011) 933-9412
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
<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>	:	11 September 2020
<u>POST 20/116</u>	:	<u>CLIENT INFORMATION CLERK REF NO: CHBAH 308 (X2 POSTS)</u> Directorate: ICT This is a re-advertisement and applications who previously applied are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 – R204 612 per annum (Level 05) Chris Hani Baragwanath Academic Hospital (CHBAH) Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Switchboard or Call Centre will be added knowledge. Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

- DUTIES** : Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records and taking messages. Sending of bulk SMS messages for hospital communications and patients. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Handle Switchboard apparatus appropriately by using the equipment according to specifications and monitor call durations. Keeping track with doctors call rooster and be able to use paging system. Expected to work night shifts, weekends and holidays. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr T Mnguni Tel No: (011) 933 9038
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 11 September 2020
- POST 20/117** : **FINANCIAL CLERK LEVEL REF NO: CHBAH 309 (X2 POSTS)**
Directorate: Finance
This is a re-advertisement and applications who previously applied are encouraged to re-apply.
- SALARY** : R173 703 – R204 612 per annum (Level 05)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Knowledge of BAS and SAP will be added as advantage. Knowledge of the relevant Acts and prescripts (Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA), Public Service Act etc.) Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Budget allocation and capturing of SCOA allocation in RLS01. Compile BAS/MEDSAS, BAS/PERSAL and BAS/SAP reconciliation on a monthly basis. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts monthly. Ensure that supplier's reconciliations are done weekly and proper handling of queries. Ensure payments in the web-cycle are processed

within the prescribed time. Ensure accruals are compiled and sent to head office on a monthly basis. Liaise with end-users and other stake holders on resolving of supplier queries. Assisting in petty cash office and other related tasks that may be assigned from time to time. Attend meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Ms M Notsi Tel No: (011) 933 9134
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

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

CLOSING DATE

: 11 September 2020

POST 20/118

DENTAL ASSISTANT GRADE I OR II

University of Pretoria Oral Health Centre

**SALARY
CENTRE
REQUIREMENTS**

: R168 429 – R230 238 per annum (Plus benefits)
: University of Pretoria Oral Health Centre
: Grade 12 Certificate or equivalent qualification. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Problem solving skills. Ability to work in a team and solution orientated. Ability to effectively communicate and work collaboratively with the multidisciplinary team and other stakeholders. Computer literacy will be added advantage. 5 years' experience in dental assisting is essential.

DUTIES

: Provision of satisfactory client service. Assist clinicians during oral procedure and outreach projects. Preparations of equipment and instruments and dental material for dental procedures for students and lectures. Practice and maintain infection control standards. Compile statistics of the department in the facility. Ordering of consumables as needed for the Department. Perform administrative duties. Rotate in other Departments and a Performance Contract annually. Active participation in student activities and training.

**ENQUIRIES
APPLICATIONS**

: Mrs GE Khumalo Tel No: (012) 319 2644
: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

NOTE

: Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, HPCSA Registration, proof of payment and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department.

Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 04 September 2020

PROVINCIAL TREASURY

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 signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Please email your Z83 form, CV, certified copies of your ID and Qualifications to jobs.gpt@gauteng.gov.za.

CLOSING DATE : 04 September 2020

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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. To access the SMS pre-entry certificate course and for further details, please click on the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

MANAGEMENT ECHELON

POST 20/119 : **DIRECTOR: PERFORMANCE AUDIT**
Directorate: Gauteng Audit Services

SALARY : R1 057 326.per annum (All-inclusive Package)

CENTRE : Johannesburg

REQUIREMENTS : Three- year tertiary qualification (NQF 7 as recognized by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards. Driver's license is a requirement.

DUTIES : Develop the departmental three-year risk-based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk-based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAs operations.

ENQUIRIES : Mr. HR Tsotetsi Tel No: (011) 227-9000

- POST 20/120** : **DIRECTOR: CONTRACT MANAGEMENT**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326.per annum (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognized by SAQA in law or Supply Chain Management with contract management modules. Minimum 5 years' experience at Middle/Senior Management. 5 years' experience in contract management. An understanding of public sector supply chain management policies and procedures. Knowledge and experience in contract Management ERP applications. Knowledge and experience in using Microsoft Office Suite.
- DUTIES** : Develop best contract management practices for the GPG. Render effective and efficient contract management to the GPG departments and entities. Liaise with GPG in the establishment and maintenance of contract management controls. Administer and manage transversal term contracts. Manage Contracts Price adjustment for GPG Departments and Entities. Monitor Assess and report on contract performance and trends for all contracts in the Gauteng Province and devise strategies to close out identified deficiencies and risks related to contract management.
- ENQUIRIES** : Mr. HR Tsotetsi, Tel No: (011) 227-9000
- POST 20/121** : **DIRECTOR: PROCUREMENT SUPPORT**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (All- inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF Level 7 as recognized by SAQA in Business Management/Supply Chain Management/Financial Accounting/Legal qualification. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in Supply Chain Management field.
- DUTIES** : Regulatory compliance as per the Business Unit checklist, Achieve required % level of Customer Satisfaction, promote sound fiscal planning and team management, Manage and Maintain Electronic Content and Catalogue, Provide Tender Administration Services.
- ENQUIRIES** : Mr HR Tsotetsi Tel No: (011) 227-9000
- POST 20/122** : **DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7 as recognized by SAQA) in in Supply Chain Management / Finance/ Accounting. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in the Procurement and/or Supply Chain Management field experience in implementation of SCM laws, regulations, norms, standards and governance. In addition, the candidate must also have been involved in the development of SCM policy, norms and standards.
- DUTIES** : To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Review, update and roll out the Provincial and Municipal SCM Framework for implementation, Conduct business process analysis for the refinement of internal control environments. Deliver training and workshops on SCM reforms and provide guidance on application and implementation of SCM policies, norms, standards and governance tools in the province. Manage all outputs and resources allocated to the unit, inclusive of budget and people. Preparation of various reports.
- ENQUIRIES** : Mr. HR Tsotetsi Tel No: (011) 227-9000

OTHER POSTS

- POST 20/123** : **DEPUTY DIRECTOR: ASSET MANAGEMENT**
Directorate: Financial Governance
- SALARY** : R733 257 per annum (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	A tertiary qualification degree (NQF level 7) as recognised by SAQA majoring in Financial Accounting. 3 - 5 years junior management level (Assistant Director) in Financial Accounting or Asset Management. Experience in the practical application of asset and inventory management reforms. Knowledge and understanding of PFMA, Treasury regulations and Asset and inventory management frameworks. Practical knowledge and understanding of the relevant reporting requirements such as GRAP, Modified Cash standards and or IFRS. Understanding of BAS and SAP systems will be an added advantage. Valid driver's license.
<u>DUTIES</u>	:	Manage the development and maintenance of policies, strategies and systems for asset and inventory management. Monitor and support departments and entities on safeguarding of assets. Monitor and support departments on financial management and reporting on assets and inventory. Monitor and support departments and entities on asset and inventory management strategies. Assist with automation of inventory management systems within the province. Manage the implementation of transparent and economic practices to deal with asset disposal in the provincial administration. Coordinate the capacitation of asset and inventory management section in the departments and entities. Manage and provide guidance and adequate support to staff in the Directorate and ensure capacity development. Ensure compliance with all administrative requirements, regulations, rules and instructions and monitor compliance with governance and administrative systems.
<u>ENQUIRIES</u>	:	Bulelwa Mtshizana Tel No: (011) 227 9000
<u>POST 20/124</u>	:	<u>DEPUTY DIRECTOR: REVENUE FUND MANAGEMENT</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (all- inclusive package)
	:	Johannesburg
	:	A tertiary qualification (NQF Level 7 as recognized by SAQA) degree in Finance/Auditing. 3 -5 years junior management level (ASD) experience in Finance/Auditing.
<u>DUTIES</u>	:	Preparation and compilation of financial statements (interim and annual) for the Provincial Revenue Fund for submission to the relevant stakeholders in accordance to the PFMA and GRAP. Effective and efficient management of the Revenue Fund Management unit and ensure strategic and operational objectives are met. Designing of action plans to ensure that all recommendations made by the Office of the Auditor - General are effectively and adequately implemented. Provide second level support to the senior manager.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana Tel No: (011) 227-9000
<u>POST 20/125</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING & REPORTING (X2 POSTS)</u> Directorate: Accounting & Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits)
	:	Johannesburg
	:	A three-year tertiary qualification (NQF level 7 as recognised by SAQA) in Financial Accounting/Auditing coupled with 3 - 5 years' experience at junior level in Financial Accounting/Auditing environment. Knowledge and understanding of the relevant legislative environment. Knowledge and understanding of PFMA and relevant Treasury Regulations. Knowledge and understanding of GRAP standards and the Modified Cash Standards. Advanced computer literacy in MS Office, including knowledge of BAS and SAP.
<u>DUTIES</u>	:	Assist in the preparation of consolidated financial statements for the Gauteng Provincial Departments and Entities. Monitor and review the department's Section 40 PFMA monthly reports. Review the Interim and Annual Financial Statements of the GPG departments and entities and provide feedback. Communicate any new accounting reforms or changes to Accounting Standards with departments and entities, and to monitor the implementation of these new reforms and standards. Track the implementation of the GPG departments and entities AGSA audit action plans. Ensure compliance with the PFMA, Treasury Regulations and applicable Accounting Standards. Undertake physical visits to the Departments and Public Entities in order to provide

		relevant support with regards to any accounting and auditing related issues that have an effect on their annual financial statements.
<u>ENQUIRIES</u>	:	Mr Sihle B Hlomuka Tel No: (011) 227 9000
<u>POST 20/126</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL BUDGET ANALYSIS</u> Directorate: Municipal Budgets Analysis
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits) Johannesburg A tertiary qualification Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Management Accounting. 3-5 years' experience in accounting environment at a functional level.
<u>DUTIES</u>	:	To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities. To provide assistance and support on the provision of guidance on budget planning. Conduct Mid-year reviews and Adjustments Municipal Budgets Assessments. Conduct Services Delivery and Budget Implementation Plan Assessments. Compile Quarterly Withdrawal Statements Reports. Partake in Projects.
<u>ENQUIRIES</u>	:	Mr Sihle B Hlomuka Tel No: (011) 227 9000
<u>POST 20/127</u>	:	<u>ASSISTANT DIRECTOR: SAFETY AND SECURITY</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits) Johannesburg A three-year tertiary qualification National Diploma (NQF level 6 as recognised by SAQA in Safety and Security Service Management; State Security Agency (SSA) will be an added advantage. 3 -5 years' experience at junior management level; 2 -3 years' experience in the Security and Auxiliary Services environment.
<u>DUTIES</u>	:	Assist the Deputy Director in the management of the departmental security section; Ensure application of the security policy and plan; Manage investigation of all crimes and incidents in the department; Assist the Deputy Director in the management and monitoring of the implementation of projects and provide accurate and timeous management reports; Implement the vetting strategy as outlined by SSA / DPSA and Office of the Premier vetting strategy; Effective and sound supervision and management of staff.
<u>ENQUIRIES</u>	:	Mr Sihle B Hlomuka Tel No: (011) 227 9000
<u>POST 20/128</u>	:	<u>HELPDESK</u> Directorate: Information Communication Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (plus benefits) Johannesburg A 3-year tertiary qualification National Diploma (NQF Level 6) as recognized by SAQA in Information and technology. 1 – 2 years' experience at administration level in the information and technology environment.
<u>DUTIES</u>	:	To provide service point where users can log a call and report incidents or problems they might be experiencing and manage the service desk. Ensure availability on the telephony and e-mail systems to receive and log incoming calls from users on the call logging system. Prioritize and assign calls to IT Technicians for resolution. Follow up on enquiries to ensure that appropriate action is taken. Track and manage calls to make sure that calls are responded to, resolved and closed with agreed SLA. Ensure customer service quality is upheld always. Provide first line support where calls are easy and quick to resolve. Provide reports on calls logged (including resolved and outstanding queries, and SLA adherence).
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: (011) 227 9000
<u>POST 20/129</u>	:	<u>RISK OFFICER: INTERNAL RISK MANAGEMENT</u> Directorate: Internal Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (plus benefits) Johannesburg 3-year tertiary qualification as recognized by SAQA in Risk Management. 1- 2 years' experience in Risk Management environment. Knowledge of Public

Service Act and regulations. Knowledge of accounting principles, practices and concepts. Knowledge of PFMA. Knowledge of National and GPG Treasury Regulations. Public Staff Code. Public Sector Risk Management Framework. Knowledge of GPG financial and administration processes, policies and procedures.

DUTIES

: Provides an admin support service to the Directorate. Raise awareness across Department its risk framework as well as ethics and anti-corruption. Assist in facilitating risk identification and assessment and capture the information on all risk registers that include Barnowl software. Assist in monitoring the action plans for both risks and audit findings. Provide support to the Risk and Ethics Management (REMC) and Business.

ENQUIRIES

: Mr Sihle B Hlomuka Tel No: (011) 227 9000