

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

**CLOSING DATE** : 02 October 2020  
**NOTE** : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include completed and signed Form Z83 (application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae ONLY. Shortlisted candidates will be required to submit the supporting documents during interviews i.e. certified copies of the educational qualifications, identity documents and driver's license. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

**MANAGEMENT ECHELON**

**POST 22/183** : **DISTRICT DIRECTOR: SEDIBENG EAST REF NO: SE2020/09/01**  
 (5 Years Fixed Term Contract Performance Based)  
 Chief Directorate: District Operations Management (Westrand & Sedibeng Region)

**SALARY** : R1 057 326 per annum (an all-inclusive package)  
**CENTRE** : Sedibeng East District  
**REQUIREMENTS** : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

**DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to

functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

**ENQUIRIES** : Mr MH Tsosane Tel No: (011) 843 6540  
**APPLICATIONS** : Email your application to email address:  
[recruitmentapplication.HO@gauteng.gov.za](mailto:recruitmentapplication.HO@gauteng.gov.za)

**POST 22/184** : **DIRECTOR: INTERNAL CONTROL REF NO: HO2020/09/02**  
(5 Years Fixed Term Contract Performance Based)  
Chief Directorate: Risk and Compliance Management

**SALARY** : R1 057 326 per annum (an all-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate NQF level 7 qualification in Auditing/internal Audit/Accounting/ Public Financial Management/ Risk Management or any Finance qualification with a major in internal Auditing or Risk Management with at least a minimum of 5 years middle/ senior management experience in Internal Auditing/ Risk Management/ Finance environment. Knowledge of Public Finance Management Act, National Treasury Regulations, Generally Accepted Accounting Principles, knowledge of Risk Maturity Model, General Tools and Techniques of Risk Management. Knowledge of King Report on Corporate Governance and Knowledge of COSO Framework. Valid South African driver's license is essential.

**DUTIES** : Oversee the coordination of monitoring financial compliance. Ensure that all incidents of non-compliance are registered status of each case and allocate to investigators for processing. Ensure monitoring and compliance with all financial laws and regulations. Follow up on outstanding matters to ensure that appropriate corrective measures are implemented by management. Compile management reports on financial compliance matters. Manage in-detail testing of key financial controls in the department. Manage and monitor adherence to policies and standard operating procedures. Oversee internal and external audits. Liaise with the Auditor General of South Africa, Gauteng Audit Services, Gauteng Provincial Treasury and other stakeholders with regard to audit processes. Ensure that senior management is kept abreast on internal and external audit matters and coordinate their responses with respect to draft audit findings. Oversee the implementation of appropriate corrective measures by management. Oversee the continuous reporting of audit findings to the HoD. Monitor the implementation of recommendations provided by oversight structures. Oversee internal audit processes within the department and monitor the implementation of compliance controls. Ensure compliance within the department by implementing the compliance risk management and monitoring plan. Advocate the reduction of the percentage of asset losses in the department by managing the identifying risks and possible mitigations. Manage independent and objective assessments of internal controls, financial results, departmental process, and adherence to compliance requirements. Ensure that all cases of asset losses are registered and investigations conducted. Ensure that costs are recovered for assets lost due to negligence and or non-compliance with the Asset Loss policy. Develop and maintain policies and procedures on asset losses.

**ENQUIRIES** : Mr MH Tsosane Tel No: (011) 843 6540  
**APPLICATIONS** : Email your application to email address:  
[recruitmentapplication.HO@gauteng.gov.za](mailto:recruitmentapplication.HO@gauteng.gov.za)

**POST 22/185** : **DIRECTOR: SPECIAL INVESTIGATION REF NO: HO2020/09/03**  
(5 Years Fixed Term Contract Performance Based)  
Chief Directorate: School Interventions

**SALARY** : R1 057 326 per annum (an all-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership

- Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Ensure that investigations are conducted within the confines of the law. Ensure interventions are conducted to promote improved performance. Develop education governance capacity. Respond to flash points on the instructions of authority to stabilize the situation. Monitor school effectiveness. Develop monitoring mechanisms. Provide advice and guidance in respect of all services, policies, systems and development. Provide reports on the overall planning and functioning of the Directorate. Provide support to the senior manager within the branch. Ensure the effective, efficient and economical management and utilization of resources allocated to the department as outlined in the legislative framework for good governance. Provide and maintain financial management systems that will enable the branch to comply with the imperatives set by the PFMA. Designing and application of the functional policies and procedures. Providing general supervision requirements.
- ENQUIRIES APPLICATIONS** : Mr MH Tsosane Tel No: (011) 843 6540  
: Email your application to email address: [recruitmentapplication.HO@gauteng.gov.za](mailto:recruitmentapplication.HO@gauteng.gov.za)

#### **OTHER POSTS**

- POST 22/186** : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES**  
**REF NO: GE2020/09/04**  
Directorate: Transversal Human Resource Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All-inclusive package)  
Gauteng East District  
: An appropriate recognized three-year National Diploma/ Degree in Human Resource Management with a minimum of 3 years' experience in human resources administration at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
- DUTIES** : Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
- ENQUIRIES APPLICATIONS** : Mr. Mpho Leotlela Tel No: (011) 736 0717  
: Email your application to email address: [recruitmentapplication.GE@gauteng.gov.za](mailto:recruitmentapplication.GE@gauteng.gov.za)

**POST 22/187** : **DEPUTY DIRECTOR: JOB DESIGN & BUSINESS PROCESS IMPROVEMENT REF NO: HO2020/09/05**  
Directorate: Organisational Development

**SALARY** : R733 257 per annum (All-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate recognized three-year National Diploma/ Degree in Management Services/ Production or Operations Management with a minimum of 3 year' relevant experience at an Assistant Director level in Organisation Design, Business Process Re-engineering and Job Evaluation environment. Knowledge of Public Service Act and Regulations, Job Evaluation prescripts, Business process management, Evaluate System, (IDEFO/ VISIO/ BIZAGI Modelling, Job Description and Job Evaluation prescripts. Skills: Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written communication skills. Good management, presentation and facilitation skills. A valid driver's license is essential.

**DUTIES** : Manage the development and maintenance of Job Descriptions for the department. Oversee the compilation and review of Job Description guidelines and templates. Manage the coordination and facilitation of Job Evaluation within the department. Oversee the prioritization of posts to be subjected for job evaluation. Manage the development and mapping of Business Processes for the department. Oversee the prioritization of business processes to be developed within all business units. Manage the development of Standard Operating Procedures for all mapped business process within all business unit. Manage the facilitation and the development of the organizations Service Delivery Model. Manage all sub-Directorate allocated resources. Manage the accomplishment of the Organisational Functionality Assessment (OFA).

**ENQUIRIES** : Mr. Hulisani Tshikovhi Tel No: (011) 843 6873  
**APPLICATIONS** : Email your application to email address: [recruitmentapplication.HO@gauteng.gov.za](mailto:recruitmentapplication.HO@gauteng.gov.za)

**POST 22/188** : **DEPUTY DIRECTOR: EXAMINATION FINANCIAL ADMINISTRATION REF NO: HO2020/09/07**  
Chief Directorate: Examination and Assessment

**SALARY** : R733 257 per annum (All-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** :

An appropriate, recognized three-year National Diploma/degree in Finance/Supply Chain Management with a a minimum of 3 years' experience at an Assistant Director level in financial environment such as budgeting, planning and procurement of goods and services and the monitoring of the spending of budgets. Extensive working knowledge of Public Service Policies, rules and regulations including an understanding of the Government Strategies and priorities. Knowledge of policies and regulations pertaining to the internal and exit examinations. Extensive knowledge and application of the PFMA, BAS, Persal, web cycle clearance and Treasury regulations. Advance computer skills, Basic interpersonal relationships, Matrix management. Power Point. Experience in compiling Matlotlo reports. Ability to perform routine tasks.

**DUTIES** : To recommend effective and appropriate steps to prevent unauthorized, irregular, fruitless and wasteful expenditure in terms of the PFMA. Manage procurement of goods and services for the Chief Directorate, Examinations and Assessment. Manage the Chief Directorate expenditure in line with Cash Flow, Operational plan, Procurement plan and Departmental Strategy. Advise Budget Holders on accruals and the impact thereof. Ensure that the spending is in line with the Standard Chart of Accounts (SCOA). Reprioritize budget allocations, interpret branch spending, BAS reports, identify budget pressures and budget savings. Monitor and manage the budget spending of the Chief Directorate and analyze the spending patterns. Manage the monthly compilation of the Matlotlo Report. Manage the compilation and submission of monthly Financial Reports and procurement reports (goods and services accruals, open PO report, open GRV report, partially paid PO report and WEB cycle report). Deal with any other financial matters of the Chief Directorate (Overtime submissions, tender specifications, virement requests, processing of claims of Markers, Examiners and providers. Liaise between the Department and other internal and external Audit offices. Manage and identify financial risks

- to ensure that team adheres to internal controls and procedure. Manage the Human resources and Financial resources with the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Mr Bheki Ngubane Tel No: (010) 601 8029  
: Email your application to email address: [recruitmentapplication.HO@gauteng.gov.za](mailto:recruitmentapplication.HO@gauteng.gov.za)
- POST 22/189** : **SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: HO2020/09/08**  
Directorate: Legal Services
- SALARY** : R473 820 - R1 140 828 per annum (salary to be determined in accordance with experience as per OSD determination).
- CENTRE REQUIREMENTS** : Head Office, Johannesburg  
: An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. Practical litigation experience. The ability to work independently, long hours and under pressure. A valid South African Driver's License is essential. Skills: Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
- DUTIES** : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Develop Quarterly Contingency reports. Draft Contingency and Audit reports on litigation. Manage and coordinate Litigations on behalf of the Department. Provide monthly and quarterly litigation reports. Case management: coordination and management of the implementation of decisions. Manage end to end litigation of a Government Department. Brief State Attorneys and liaise with Advocates. Provide General Support to the Director and Chief Director: Legal services and Dispute Management
- ENQUIRIES APPLICATIONS** : Mr Mpho Maloka Tel No: (011) 355 0965  
: Email your application to email address: [recruitmentapplication.HO@gauteng.gov.za](mailto:recruitmentapplication.HO@gauteng.gov.za)

#### DEPARTMENT OF HEALTH

**ERRATUM: Chris Hani Baragwanath:** kindly note that the post of Middle Manager Officer (HRD) X1 post with Ref No: CHBAH 310 and Porter (Logistic) X6 Posts with Ref No: CHBAH 317 and Security Officer X6 posts was advertised with the incorrect job title and without reference in Public Service Vacancy Circular 21 dated 09 September 2020. The job title of the posts has been amended as follows: Assistant Director: Middle Manager (HRD) X1 Post Ref No: CHBAH 310, Porter X6 (Logistic) Ref No: 317 and Security Officers X6 Ref No: 314. There is no need to re-apply as the applications will be considered. The closing date has been extended to 09 October 2020. 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.

**Tembisa Provincial Tertiary Hospital:** Kindly note that the post of Head of Department: Obstetrics and Gynecology with Ref No: Refs/005930 advertised in Public Service Vacancy Circular 20 dated 21 August 2020. The required number of years of experience was supposed to read as follows: A minimum of Seven (7) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory. Therefore, the advertised post of Head of Department: Obstetrics and Gynecology has been withdrawn and it will be re-advertised correctly.

#### OTHER POSTS

- POST 22/190** : **HEAD CLINICAL UNIT GRADE 1: REF NO: SMUOD01**  
Directorate: Operative Dentistry
- SALARY** : R1 728 807 per annum (all inclusive)  
**CENTRE** : SMU Oral Health Centre

- REQUIREMENTS** : Current registration with the HPCSA as a Specialist with a MDent degree preferably in Prosthodontics. Minimum of 3 years' experience in this specialized field. In addition, have appropriate teaching and Research experience in Restorative Dentistry, Crown and Bridge Work, Paedodontics & Endodontics of undergraduates and postgraduate' students including Registrars. Have working experience in Digital Dentistry on the latest techniques in private and public Dental Practice. Have proven experience in Leadership. Have a proven track record in contact and online Teaching and Learning for Undergraduate and Postgraduates as well as having trained Registrars in the field. Have a proven track record in Research publications have published at least 5 articles in Peer Reviewed DHET approved Journals, at least have presented 2 papers at international/locals conference. Have working experience in Administration and Management at level appropriate for the post. Have managed both undergraduate and post graduate students. Have Excellent Interpersonal and Communication, Conflict Resolution Skills.
- DUTIES** : General management and administration of the Department. Supervision and effective utilization of professional staff in Endodontics, Paedodontics, Crown and Bridge and Restorative Dentistry. Quality Assurance of clinical governance, online teaching and learning and associated online, formative and summative assessment. General service rendering to patients in the discipline. Research and Research Supervision of both Education and training of undergraduate and postgraduate students. Contribute to and participate in training of other health workers where requested to do so. Promote, Develop and stimulate continuing professional development in the department and among health professionals in South Africa. Assist in the implementation of GDoH policies and programmes.
- ENQUIRIES** : Prof SJH Hendricks Tel No: (012) 521 4801
- APPLICATIONS** : Applications can be hand delivered to SMU Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.
- FOR ATTENTION** : Ms PR Rangoato Tel No: (012) 521 4881
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
- CLOSING DATE** : 02 October 2020
- POST 22/191** : **MEDICAL SPECIALTY: ANESTHESIOLOGY GRADE 1-3 REF NO: JUB18/2020**  
Directorate: Medical Unit- Anesthesiology  
(Re-Advert)
- SALARY** : Grade 1: R1 106 040 per annum (Plus Benefits)  
Grade 2: R1 264 623 per annum (Plus Benefits)  
Grade 3: R1 467 651 per annum (Plus Benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Appropriate qualification that allow registration with the HPCSA as Medical Specialty in Anaesthesia, a normal specialty or a recognized Sub-Specialty. MBChB & MMed OR FCA or equivalent registration as a Specialist with the Health Professions Council of South Africa proof of current registration. Proof of registration with the HPCSA as Medical Specialist, Supervisory abilities. Ability to work in a multi-disciplinary team, knowledge of Public Service Legislation, Policies and Procedures and Medical ethics. Management experience will be an added advantage.
- DUTIES** : The successful candidate will provide clinical services and consultancy work to Jubilee District Hospital as allocated. Facilitate and participate in the training, development and mentorship of under and post graduate students, including medical interns, community service and medical officers. The candidates will participate in the departmental outreach programmes and research activities. Strengthen and promote clinical effectiveness in Anaesthetic unit. Implement

effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and collaboration within the hospital. Facilitate and ensure effective communication with all management structures within the hospital and regular reports on activities. Assist with strategic and operational planning of services in the hospital and/or catchment area of the district hospital. Assist with the coordination and supervision of Anaesthetic service with the hospital and management of relevant human resources. Oversee the treatment and management of patients within the field of expertise. Provision of good quality, patient-centered and community-orientation care for all patients. Promote and ensure good continuity of care. Management of clinical services, attend to afterhours calls within the hospital, perform clinical visits and participate in management activities, ensure internal control and risk management, adhere to Batho Pele Principles and Patient Right Charter. Consult and assess patients comprehensively. Ensure comprehensive clinical records.

- ENQUIRIES** : Dr Mokwena M.J Tel No: (012) 717 9338
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications South African ID, Matric certificate or equivalent MBChB and MMed or FCA equivalent degree. Proof of current registration with council must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/192** : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: EHD2020/09/09 (X2 POSTS)**  
Directorate: Mental Health  
Re-Advertisement
- SALARY** : R713 361 - R784 278 per annum (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Registration with HPCSA as Clinical Psychologist. Applicant must be in possession of a Master's Degree in Clinical Psychology. Less than 8 years appropriate experience as a Clinical Psychologist. A copy of current registration with HPCSA. A valid driver's license is essential.
- DUTIES** : Render clinical psychological services within the district and community clinics. Assess, treat, rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Establish support groups within clinics and develop projects that can contribute to the rehabilitation of users. Use research-based evidence to improve Mental Health services. Work within a multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide appropriate interventions. Knowledge of legislation governing Psychological Services and Mental Health.
- ENQUIRIES** : Dr K Motshwane Tel No: (011) 876 – 1717
- 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](http://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** : 02 October 2020
- POST 22/193** : **ASSISTANT MANAGER NURSING SPECIALTY: ADVANCED MIDWIFERY (PNB4) REF NO: ASSISTANT MANAGER NURSING /CARLT/2020/09 (X1 POST)**  
Directorate: Nursing
- SALARY** : R614 991 per annum (Plus Benefits)  
**CENTRE** : Carletonville Hospital  
**REQUIREMENTS** : Grade 12/Matric. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/R683/equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Proof of current registration with SANC. A post basic nursing qualification, with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing Science. At least 6 years of the period referred to above must be appropriate /recognizable experience in Advanced Midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies: Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. 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. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support to enhance service delivery. Understanding of Nursing Core Values, National Core Standards, Ideal Hospital Realization and Maintenance Framework, Occupational Health and Safety and Infection Prevention and Control.
- DUTIES** : Formulation, monitoring and control of the strategic, operational and business plan of the units within area of responsibility. Implement and monitor quality assurance programmes within area of responsibility. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources Coordination of the provision of effective training and research. Provision of effective support to Nursing Services, do relief duties (calls) as required by the service. Maintain professional growth/ethical standards and self-development. Participate in Prenatal Problem Identification Program (PPIP), CHIPP. Support Quality Assurance Program.
- ENQUIRIES** : Mr T Moeketsi Tel No: (018) 788 1704  
**APPLICATIONS** : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.
- NOTE** : The employer reserves the right to fill or not fill the post: People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
- CLOSING DATE** : 02 October 2020 at 16:00 PM
- POST 22/194** : **AREA MANAGER: PHC SUB DISTRICT 7- PNB 4 REF NO: TDHS/A/2020/58**  
Directorate:Facilities Management Unit
- SALARY** : R614 991 – R692 166 per annum



<b><u>CENTRE REQUIREMENTS</u></b>	: Tshwane District Health Services Sub-District 7 : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable Experience in nursing post registration as a professional nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC is an added advantage. At least 3 years of the period referred to the above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license.
<b><u>DUTIES</u></b>	: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance targets are met by: Providing comprehensive District Health Services ranging from nursing services in maternal & child health, in and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by relevant authority(ies). Implement Batho- Pele principles, Patients' Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, Implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Become liaison between the District and all other essential stake-holders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr Moshime Shabangu Tel No: (012) 4519004 : Applications must be submitted to this email address: <a href="mailto:Tshwane.HR@gauteng.gov.za">Tshwane.HR@gauteng.gov.za</a>
<b><u>NOTE</u></b>	: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	: 02 October 2020
<b><u>POST 22/195</u></b>	<b><u>HEAD OF DEPARTMENT NURSING COLLEGE – CLINICAL GENERAL NURSING/WORK INTEGRATED LEARNING (WIL) REF NO: 3/4/1/1/10</u></b> Directorate: Nursing Education and Training
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: PND3: R579 696 – R672 018 per annum (plus benefits) : Ann Latsky Nursing College : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. Master's degree will be an added advantage. Bachelor's Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate / recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license.
<b><u>DUTIES</u></b>	: Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise

the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

- ENQUIRIES** : Mr. JD. Cloete or Ms A. van As Tel No: (011) 644-8917
- APPLICATIONS** : Application documents must be submitted to Ann Latsky Nursing College, Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006.
- NOTE** : Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver's license, current SANC receipt and certified copies of qualifications and computer literacy). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.
- CLOSING DATE** : 02 October 2020
- POST 22/196** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: JUB19/2020**  
Directorate: Nursing
- SALARY** : R562 800 - R633 432 per annum (Plus Benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Diploma/Degree in nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate/recognizable experience in Advanced Midwifery and Neonatal care after obtaining the qualification. In-depth understanding of nursing legislation and ethical nursing practices. Skills: Leadership, organizational, decision making and problem solving skills, Interpersonal, public relations, negotiation, conflict management and counselling skills; computer literacy skills. Knowledge of nursing statutes and other relevant legal frameworks.
- DUTIES** : Coordinate optimal, holistic, specialized nursing care with set-standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/197** : **CHIEF MEDICAL TECHNOLOGIST GRADE 1 REF NO: EHD2020/09/08**  
Directorate: Rehab
- SALARY** : R466 119 – R517 326.per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Bachelor's degree in Biomedical Technology or Bachelor of Medical Science that allows registration with HPCSA. Diploma in Public Health will be an added advantage. A minimum of 3 years appropriate experience after registration with HPCSA. Good communication skills. A copy of current registration with HPCSA

		.Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem-solving skills. Valid driver's license is essential. Experience in working in a Primary Health Care setting. Computer literacy. Must be proactive, innovative and independent team leader.
<b><u>DUTIES</u></b>	:	Render Laboratory and Blood services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Laboratory and blood Services management and support Laboratory coordinators in the six hospitals. Implement and contribute to the proper rationale use of laboratory and blood services. Manage the risks involved in rendering laboratory services to PHC facilities in Ekurhuleni Health District. Compile monthly, quarterly and annual laboratory and blood services reports and other administrative duties as delegated by the supervisor. Establish good working relationship with other stakeholders within the District E.g. District MDR committee, NGO'S/Development Partners, HAST program, Mother, Child and Women Program, NCD, Outbreak response Committee and Family Medicine Unit. Manage and distribute COVID-19 stock to facilities. Implement quality assurance policies and develop appropriate quality improvement plan for the laboratory and blood services unit. Attend relevant management meetings and forums. Ensure adherence to government policies and protocols.
<b><u>ENQUIRIES</u></b>	:	Ms F. Nonyane Tel No: (011) 878 – 8500/ 082 558 3483
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . 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.
<b><u>CLOSING DATE</u></b>	:	02 October 2020
<b><u>POST 22/198</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2020/09/10</u></b> Directorate: HAST Re-advert Applicants who previously applied are advised to re-apply as their previous applicants will not be considered.
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District (NSDR)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with SANC. Supervisory experience will be an added advantage. A valid driver's license is essential. Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, Genexpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of intergrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit

purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES** : Ms S. Motloug Tel No: (011) 876 1820

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

**FOR ATTENTION** : Human Resource Manager

**NOTE** : 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](http://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** : 02 October 2020

**POST 22/199** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2020/09/11**  
Directorate: HAST

**SALARY** : R444 276 – R500 031 per annum (plus benefits)

**CENTRE** : Ekurhuleni Health District (SSDR)

**REQUIREMENTS** : Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with SANC. Supervisory experience will be an added advantage. A valid driver's license s essential. Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.

**DUTIES** : Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, Genexpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of intergrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES** : Ms S. Motloug Tel No: (011) 876 1820

**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](http://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.
<b><u>CLOSING DATE</u></b>	:	02 October 2020
<b><u>POST 22/200</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR - PREVENTION OF INJURIES AND NON-NATURAL DEATHS REF NO: CFMS/HO/01</u></b> Directorate: Clinical Forensic Medical Services
<b><u>SALARY</u></b>	:	Grade 1: R444 276 – R500 031 (OSD) (Plus benefits) Grade 2: R515 040 – R579 696 (OSD) (Plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Forensic Medical Service - Head Office An appropriate Degree/Diploma in Nursing. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3-5 years working experience in Clinical Forensic Medicine. Current registration with South African Nursing Council. Driver's licence and be able to drive. Computer literacy. Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that govern Clinical Forensic Medicine.
<b><u>DUTIES</u></b>	:	To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of trauma and injuries. To ensure good clinical-practice for prevention of injuries and non-natural deaths. To promote quality of clinical care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO's, tertiary institutions and research institutions. Facilitate training pertaining to injury prevention strategies. Conduct research on causes of injuries and non-natural deaths and implement prevention strategies. Facilitate and/or conduct education and awareness to communities. Develop guidelines on strategic framework on prevention of injuries and non-natural deaths. Liaise with stakeholders as part of a team for the comprehensive management of victims of crime. Manage projects as assigned.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Ms P Thango Tel No: 071 602 1960 All applicants must apply using Email to: <a href="mailto:FMSRecruitment@gauteng.gov.za">FMSRecruitment@gauteng.gov.za</a> Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> , attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>CLOSING DATE</u></b>	:	02 October 2020
<b><u>POST 22/201</u></b>	:	<b><u>LECTURER PND/II (X1 POST)</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	PND I: R383 226 – R444 276 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	<p>PND II: R471 333 – R614 991 per annum (plus benefits)</p> <p>Ga-Rankuwa Nursing College</p> <p><b>PND I:</b> A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse and Midwife/Accoucheur. A post-basic qualification in Nursing Education registered with the SANC. Proof of current registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with the SANC. The following Post Basic Qualifications will be an added advantage: Child Nursing Science and Masters in Clinical Nursing Science, Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers licence. <b>PND II:</b> A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A post basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in relevant clinical speciality. The following Post Basic Qualification will be an added advantage: Child Nursing Science and Masters in Clinical Nursing Science. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers licence.</p>
<b><u>DUTIES</u></b>	<p>Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support the vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Mrs K R Lekgeu Tel No: (012) 560 0448/50</p> <p>All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>. Kind submit the recent salary advice.</p>
<b><u>NOTE</u></b>	<p>Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right to appoint. Persons with disability will receive preference.</p>
<b><u>CLOSING DATE</u></b>	<p>02 October 2020</p>
<b><u>POST 22/202</u></b>	<p><b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: TDHS/A/2020/57</u></b> Directorate:Facilities Management Unit</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R376 596 – R443 601 per annum</p> <p>Tshwane District Health Services</p> <p>Three-year diploma in Engineering (Mechanical or Electrical) and Building (Structural, Civil or Construction) or equivalent excluding motor mechanic and auto-electrical. Project Management qualification. Training on OHS Act. Other Skills / Requirements: Financial management, Planning and monitoring, high level of accuracy, negotiating and coordinating skills, knowledge of other technical fields, report writing, presentation, Health infrastructure including general machinery and equipment knowledge, Communication skills. Minimum of 5 years' experience in property or facilities management or supervision of maintenance. Valid and unendorsed driver's license.</p>
<b><u>DUTIES</u></b>	<p>Assist in the planning of new health care facilities including upgrading of existing and related infrastructure. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Manage the allocated resources effectively. Ensure undertaking of emergency repairs and maintenance. Ensure implementation of statutory maintenance and diesel fuel provision to standby generators. Ensure accurate specifications for minor</p>

renovations project. Implement IUSS, OHS Act, Idea Clinic and Building Regulations. Provide technical advice to end users.

**ENQUIRIES** : Mr P. L. Khwela Tel No: (012) 451 9199

**APPLICATIONS** : Applications must be submitted to this email address: [Tshwane.HR@gauteng.gov.za](mailto:Tshwane.HR@gauteng.gov.za).

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

**CLOSING DATE** : 02 October 2020

**POST 22/203** : **TB/HIV COLLABORATION MONITORING AND EVALUATION COORDINATOR REF NO: TDHS/A/2020/59**  
Directorate: HAST

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

**CENTRE** : Tshwane District Health

**REQUIREMENTS** : Degree in health sciences/or related field. A minimum of 3 years working experience within the HAST programme. Certificate in Monitoring and Evaluation or 3 years of professional experience in Monitoring and Evaluation programme will be an added advantage. Knowledge of Tier.net (system) and Web DHIS. Knowledge and understanding of HAST strategic work-plan. Knowledge and skills on health reporting system. Advanced computer skills. Advanced communication, facilitation and analytical skills. Ability to function under pressure and meet deadlines as well as working within a diverse multi-sectoral team. A valid code 8 driver's license. Training in advanced computer skills such as programming, networking etc will serve as an advantage.

**DUTIES** : Monitor capturing of HIV and TB data on TIER.net and Web DHIS systems in PHC facilities including Correctional services, hospitals and non-medical sites. Ensure that reporting timelines are met. Coordinate verification and validation of HIV and TB data from health facilities. Compile presentations of regular Performance Monitoring reports. Assist facilities to develop an action plan based on poor performance. Ensure all health facilities have relevant HAST guidelines. Conduct facility support visits. Ensure efficient referral system of clients for continuity of care. Ensure reporting quality of data. Disseminate information on mortality and complications of DS and DR TB. Participate during development of HAST business and, operational plan. Liaise with all key partners supporting the HAST programme. Compile monthly, quarterly and progress reports. Attend meetings.

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

**APPLICATIONS** : Applications must be submitted to this email address: [Tshwane.HR@gauteng.gov.za](mailto:Tshwane.HR@gauteng.gov.za)

**NOTE** : Applications must be submitted on Z83 form obtainable from any Public Service Department. Certified copies of all required documents must be attached.

**CLOSING DATE** : 02 October 2020

**POST 22/204** : **ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: PTA/FPS02**  
Directorate: Forensic Pathology Service  
Re-advertisement, and all applicants who had previously applied for this position are encouraged to re-apply.

**SALARY** : R376 596 - R443 601 per annum (plus benefits)

**CENTRE** : Pretoria FPS

**REQUIREMENTS** : A recognized three (3) year Degree/Diploma in health related field, with a minimum of three (3) years' experience in supervisory level, or Grade 12/STD 10 certificate with a minimum of six (6) years' experience in supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid driver's license. Exposure in the field of Forensic Pathology Service, will be an added advantage.

**DUTIES** : Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyse information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in courts of law whenever

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.

Mr J Louw Tel No: 012 301 1700/7

All applicants must apply using Email to: [FMSRecruitment@gauteng.gov.za](mailto:FMSRecruitment@gauteng.gov.za)  
Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

02 October 2020

**POST 22/205**

**ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: GRK/FPS/03**  
Directorate: Forensic Pathology Service

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R376 596 - R443 601 per annum (plus benefits)

Ga-Rankuwa FPS

A recognized three (3) year Degree/Diploma in health related field, with a minimum of three (3) years' experience in supervisory level, or Grade 12/STD 10 certificate with a minimum of six (6) years' experience in supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid driver's license. Exposure in the field of Forensic Pathology Service, will be an added advantage.

**DUTIES**

Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyse information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in courts of law whenever required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

Mr J Louw Tel No: (012) 301 1700/7

All applicants must apply using Email to: [FMSRecruitment@gauteng.gov.za](mailto:FMSRecruitment@gauteng.gov.za)  
Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote



representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 02 October 2020
- POST 22/206** : **MIDDLE MANAGER REF NO: CHBAH 299 (X1 POST)**  
Directorate: Security  
(Re-Advert)
- SALARY** : R376 596 – R443 601 per annum (Level 09) (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : 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 licence, Minimum of 5 years at 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 undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.
- DUTIES** : 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.
- ENQUIRIES** : Mr. LJ Mnisi Tel No: (011) 933 9549  
**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** : 09 October 2020
- POST 22/207** : **MIDDLE MANAGER REF NO: CHBAH 297 (X1 POST)**  
Directorate: Office of the CEO  
(Re-Advert)
- SALARY** : R376 596 – R454 920 per annum (Level 09) (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 plus appropriate Diploma/Degree in Office Administration/Public/Business Administration or other related field. Minimum 5 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).
- DUTIES** : 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 125 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** : Ms. S Masote Tel No: (011) 933 0181  
**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](http://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 of 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** : 09 October 2020

**POST 22/208** : **DENTAL TECHNICIAN GRADE 1: REF NO: SMUDT01**  
Directorate: Dental Laboratory

**SALARY** : R317 976 per annum (all inclusive)  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : National Diploma, National Higher Diploma or B-Tech degree in Dental Technology. The candidate must have been trained and qualified from an accredited Institution approved by the South African Dental Technicians Council. Candidate must be currently registered at the South African Dental Technicians Council. Minimum 5 years' experience in removable prosthetics chrome cobalt processing and crown and bridge work since registration with the South African Dental Technicians Council.

**DUTIES** : The candidate must be able to construct quality removable prosthetics, crown and bridge as per specified criteria from clinical departments. Must be able to work under pressure and deliver quality work. Must be able to communicate effectively, have managerial and leadership qualities and maintain good human relations. Must be able to instruct and supervise undergraduate students in removable prosthodontics. Must be able to manage the student training laboratory – having equipment maintained, materials dispensed, and relevant administration kept up to date. Interviews will be conducted in two stages – with a bench test to determine technical ability with a weighting of 60% and a structured interview with a weighting of 40 %.

**ENQUIRIES** : Ms H Warington Tel No: (012) 521 5830  
**APPLICATIONS** : Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE** : 02 October 2020

**POST 22/209** : **ORAL HYGIENIST (OSD LEVEL) REF NO: TDHS/A/2020/55**  
Directorate: Oral Health

**SALARY** : Grade 1: R317 976 – R361 872 per annum  
Grade 2: R372 810 - R426 291 per annum

**CENTRE REQUIREMENTS** : Tshwane District Health Services  
: A Degree or National Diploma in Oral Hygiene, with Expanded functions. Registered at the Health Professionals Council of South Africa. A valid Driver's License is compulsory. Other Skills/Requirements: Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player. Problem solving skills, creativity, good interpersonal and analytical skills.

**DUTIES** : Assess the need of community based Oral Health Services. Formulating, implementing and maintaining of Oral Health Promotion and Specific Protection Programmes at Primary Schools and Early Development Centers. Support the facilitation of Outreach Programmes and provide reports on service delivery. Responsible for development and training of other health professionals and community centers in the District.

**ENQUIRIES APPLICATIONS** : Ms. A Schoeman Tel No: (012) 451 9291  
: Applications must be submitted to this email address: [Tshwane.HR@gauteng.gov.za](mailto:Tshwane.HR@gauteng.gov.za)

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.

**CLOSING DATE** : 02 October 2020

**POST 22/210** : **PHYSIOTHERAPIST- GRADE1- REF NO: ODI01/09/2020/01**

**SALARY** : R317 976 - R361 872 per annum (plus benefits)  
**CENTRE** : Odi District Hospital  
**REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Physiotherapist. Current registration with HPCSA as Physiotherapist.

**DUTIES** : Provide effective Physiotherapist services for patient's external stakeholders. In adherence to scope of practice Assessing, Diagnosis and treating patient within a multidisciplinary team. Planning and problem solving appropriately. Provide counselling to patients, family and care giving, selecting, issuing and training in the appropriate use of assistive devices.

**ENQUIRIES APPLICATIONS** : Dr R.T Motsepe Tel No: (012) 725 2439  
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

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

**CLOSING DATE** : 02 October 2020

**POST 22/211** : **HUMAN RESOURCE OFFICER**  
Directorate: Administration

**SALARY** : R257 508 per annum (plus benefits)  
**CENTRE** : Ga-Rankuwa Nursing College  
**REQUIREMENTS** : A Bachelor's degree or an appropriate recognised 3 year National Diploma in Human Resource or relevant 3 year qualification with minimum of 3 years relevant experience in HR environment and/or Grade 12 plus 5-10 years relevant experience in HR. Good interpersonal Skills, Supervisory Skills in PILIR/LEAVE management, Customer relations, Self-discipline and Confidentiality as the attributes/values required, Excellent Communication Skills (verbal and written) Computer Literacy Skills, MS Excel, MS Word, MS Outlook (with certificates), Problem solving Skills, Ability to work in a team and Independently, Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within HR in the Public Sector. Knowledge of Persal. A valid driver's licence.

**DUTIES** : Manage Incapacity leave, assist in the implementation of retention and placement strategies of the College. Orientate new staff of the relevant Policies and Prescripts in the Public Sector to ensure efficient compliance thereof. Monitor, Manage and control the Post Establishment relating to monthly Payroll, monthly updating of (Compensation of Employees) COE spreadsheet. Render an effective Human Resource advisory service to personnel and students, Comply with the Performance Management and Development System (Contracting, Quarterly Reviews and Final Assessment) for personnel and students. Assist in coordination of Work Skills Plan.

**ENQUIRIES APPLICATIONS** : Mrs K R Lekgeu Tel No: (012) 560 0448/50  
 : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x 830 Pretoria 0001 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Kindly submit the recent salary advice.

**NOTE** : Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right to appoint. Persons with disability will receive preference.

**CLOSING DATE** : 02 October 2020

**POST 22/212** : **SENIOR ADMINISTRATION OFFICER REF NO: TDHS/A/2020/60 (X2 POSTS)**  
 Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
 : Tshwane District Health Services  
 : An appropriate Degree / National Diploma in Supply Chain Management/Logistics/Public Administration with 3 years' experience in Demand, Acquisition, Logistics and Warehouse management. Other Skills/Requirements: 3 – 5 years' experience in Supply Chain Management (Demand, Acquisition, Logistics and Warehouse management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Procurement Administration System Manual (PASM), Supply chain management and contract management. Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan. Working knowledge of SAP, SRM and BAS. Proven computer literacy is essential. Ability to work under pressure and a valid driver's license is required. Supervisory experience will be an added advantage. The official must be willing to rotate within SCM unit.

**DUTIES** : Ensure compliance with policies and procedures that regulate and govern Supply chain management processes. Provide an efficient supply chain management service. Assist management to implement and maintain procurement systems. Check procurement requests in accordance with and in adherence to procurement policies and procedures and proper usage of supplier's database (CSD) to achieve BBBEE targets. Ensure proper update of procurement registers for requisitions. Prepare monthly Procurement reports. Check and monitor requisition captured on SRM and P – Card. Follow up with HPC for creating purchase orders. Expedite deliveries and ensure timeous capturing of GRV. Ensure work - Cycle is attended daily. Monitor progress of the unit and report to management on a weekly basis. Compile submissions, motivations and reports. Manage and attend all queries related to SCM, provide advice and guidance as and when required. Provide guidance and support to end – users. Facilitate contract management processes. Update contract management registers. Supervise and manage consumables warehouses. Ensure correctness of goods are received and timeously stock capturing. Ensure stock availability and accuracy. Ensure shelves are stacked and marked correctly. Conduct cycle counts, respond to audit queries (internal and external) and ensure that recommendations are implemented. Ensure full compliance with rules and regulations applicable to Warehouse, stock replenishment. Ensure proper record management of documents. Monitor, supervise, train and manage PMDS of staff in the unit.

**ENQUIRIES APPLICATIONS** : Ms E Binang Tel No: (012) 451 9003  
 : Applications must be submitted to this email address: [Tshwane.HR@gauteng.gov.za](mailto:Tshwane.HR@gauteng.gov.za)

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.

**CLOSING DATE** : 02 October 2020

**POST 22/213** : **ADMIN OFFICER REF NO: CHBAH 320 (X1 POST)**  
 Directorate: Logistic (Pottering Services)

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07) (plus benefits)  
 : Chris Hani Baragwanath Academic Hospital (CHBAH)  
 : Grade 12 with 3-5 years' experience in Administration. Computer literacy (Ms Office Package). Knowledge of regulations and the legislative framework

related to Logistics and the ability to interpret them. 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. 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**

: Overall supervision and control of Porters. Ensure that all staff is on duty. Report any absenteeism to your Manager. Ensure that Subordinates are precise with time keeping. Implement corrective measures where necessary and/or involve Labour Relations (verbal- first- and final written warning and reporting to Labour Relations Office). Develop a leave plan and control leave submissions to next level supervisor. Draft and communicate work schedule (duty rosters) as well as allocation of all Porters. Ensure completion and submission of daily production sheets by Porters and submit it to the next level supervisor daily after signing it off. Ensure that stretchers and wheelchairs are available, clean and in a good working condition at all times. Complete and submit a VA2 for all broken equipment (stretchers and wheelchairs). Arrange transport and deliver all broken equipment to the repair centre. Do follow-ups with the repair centre on broken equipment (wheelchairs and stretchers). Communicate and collect documents from repair centre on the total amount of stretchers and wheelchairs that were condemned. Facilitate the replacement of condemned equipment by completing RLS01. Conduct weekly and monthly meetings with Porters. Do daily walkabouts to monitor Porters. Complete monthly shift and overtime claim forms. Submit weekly, monthly and or daily reports to Managers. Ensure that subordinates go for training (including in service training). Provide guidance and advice to Subordinates. Relieve in other areas when requested by your Supervisor and also comply when rotation takes place. Attend to training courses arranged by Human Resource Department or section. Attend to sectional meetings. Adhere to any legal instruction given to you by a senior staff member.

**ENQUIRIES  
APPLICATIONS**

: Ms J. van Rensburg Tel No: (011) 933 8756  
 : 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](mailto: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](http://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**

: 09 October 2020

- POST 22/214** : **SECURITY TECHNOLOGY TECHNICIAN REF NO: CHBAH 321 (X2 POSTS)**  
Directorate: Security
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12, a three-year National Diploma in Electronics, IT with 3-5 years of CCTV installation and maintenance experience, an Electronics Certificate issued by an electronic security system service provider, a valid driver's licence, two (2) year CCTV installation and maintenance experience. Knowledge of the HIKVISION and BOSCH CCTV cameras will be an added advantage, Knowledge of the Occupational Health and Safety Act, Private Security Industry Regulations Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), Ideal Clinics and Hospital Standards/National Core Standard (NCS). Skills and competences: Sound written and verbal communication skills, Project management skills, Analytical thinking skills, Interpersonal skills. Willingness to deal with system emergencies. High level of reliability and confidentiality. 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 the work. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Ability to work extended hours when required. Should not have a criminal record. Registration with the PSIRA will be an added advantage. Ability to conduct elevated work. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Installation of CCTV cameras and electronic access control system including tubing, cabling and wireless radio links. Fixing and replacing faulty cameras and monitors. Conduct daily maintenance of existing cameras which include cleaning of camera lenses, covers and repositioning. Daily inspection of wireless radio links and the maintenance thereof. Rebooting of CCTV camera servers and access control systems. Ensure the availability of CCTV footage. Interacting with stakeholders. Downloading of CCTV footage. Compilation of weekly maintenance reports. Management of stock.
- ENQUIRIES** : Mr L.J Mnisi Tel No: (011) 933 9549
- 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](http://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** : 09 October 2020
- POST 22/215** : **SECRETARY REF NO: SMUS01**  
Directorate: Administration
- SALARY** : R173 703 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	SMU Oral Health Centre
	:	Candidate must be in a possession of Grade 12 certificate. Diploma or Degree in secretarial Studies/Office Management/Office Administration plus 3 years recognized experience will be an advantage. Good communication and writing skills with good interpersonal relations and office administration. Proficient user of Microsoft office suites and may be subjected to a test. Certificate of Microsoft package will be added advantage. Be reliable, punctual and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of task, work under pressure and meet the tight deadlines. Prepared to go extra mile. Work additional hours when required to do so. Have experience in taking electronic minutes for contact online meetings. The candidate must note that the post is filled bases on the current service delivery request of the Hospital.
<b><u>DUTIES</u></b>	:	Overall management of the office administration function. Provide secretarial/receptionist support. Compliance to Batho-Pele and customer care practice. Compiling of monthly reports, Take minutes during the meetings and compile minute's files. Typing of documents for other department, coordinate logistical arrangements for meetings when required. Managing the office diary and arranging appointments. Will be deployed to other Departments when requested to do so. Receiving visitors and office management. Assist with relevant procurement of goods and service. Handle and maintain office records. Management of the Clinical Manager's to do list. Photocopying, binding and scanning. Record out-going and in-coming mail from E-gov Sort and record in-coming and out-going post. Record patients accounts for postage, Make out requisitions for Admin Departments, Request Petty Cash for Departments. Make follow up and receive stationery/stock from Procurement Section. Filing documents electronically and manually. Log e-maintenance system occasionally. Any other duty assigned by the Supervisor (Deputy Director: Admin) or by the Chief Executive Officer.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr HH Hadebe Tel No: (012) 521 4914
	:	Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
<b><u>NOTE</u></b>	:	Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<b><u>CLOSING DATE</u></b>	:	02 October 2020
<b><u>POST 22/216</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: SMUAC02 (X4 POSTS)</u></b> Directorate: Support services
<b><u>SALARY</u></b>	:	R173 703 (per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	SMU Oral Health Centre
	:	Diploma in Public Administration/General Management/Office or Grade 12/ Computer literacy certificate or equivalent qualification and at least 0-2 years' relevant experience in office administration. Sound communication skills. Good inter-personal relation. Ability to work independently under pressure and the ability to work in a multi -disciplinary environment within the hospital and university. Provide administrative clerical support. The candidate must note that the post(s) is filled bases on the current service delivery request of the Hospital.
<b><u>DUTIES</u></b>	:	Provide general administrative support and patient administration support (where so required) to the Hospital & Academic Institution and perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office functions, such as typing and filling of all documents, attending to telephone and verbal queries, etc. Ensure safeguarding of records. Management of incoming and outgoing correspondence and refer appropriately where required. Serve as assistant secretariat in meetings where so required. Do relieve Clerk work in other units where so required by Supervisor. Perform any other delegated duties by supervisor. Be willing to assist in OHS and willing to learn sign language.



**ENQUIRIES APPLICATIONS** : Mr HH Hadebe Tel No: (012) 521 4914

Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE** : 02 October 2020

**POST 22/217** : **MATERIAL RECORDING CLERK REF NO: SMUSC01**  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (plus benefits)  
SMU Oral Health Centre  
Grade 12 / Diploma in Supply Chain Management and 2 years' experience of Supply Chain Management or related, procedures and policies. Proven Computer Literacy in MS Office Package (MS Word, MS Excel and MS Outlook), Data Management skills and filing Skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid Driver's license. Work additional hours when required to do so. Must be willing to do Sign language training. The candidate must note that the post(s) is filled bases on the current service delivery request of the Hospital.

**DUTIES** : Perform administration duties with regard to Supply Chain Management services including warehouse management. Completion of SAP related forms. Capturing of Data. Capture data on the SAP/SRM systems. Receiving and issuing of stock and equipment, Asset management, warehouse management and stocktaking. Working extra hours when required to do so.

**ENQUIRIES APPLICATIONS** : Mr Makhubela Tel No: (012) 521 4407

Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE** : 02 October 2020

**POST 22/218** : **HUMAN RESOURCES CLERK REF NO: SMUHRC02 (X2 POSTS)**  
Directorate: Human Resources

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum plus benefits  
SMU Oral Health Centre  
National Diploma in Human Resources with 1 year's relevant working, experience, Introduction to PERSAL certificate. Knowledge of HR policies and procedures. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: Good communication skills (verbal and non-verbal), report writing skills, negotiation, problem solving, conflict resolution and ability to work under pressure. Excellent ethics demeanour. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential (MS Word and Excel).1

**DUTIES** : Perform various duties related to Human Resource Administration: Allowances, Medical, Overtime (normal and commuted) Long Service Awards,

Housing allowances (GEHS), Appointment, Promotion Transfer, Service Terminations, Service Benefits, Recruitment and Selection, PMDS, Capturing of leave on PERSAL. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, terminations of service and Finance documents. Coordination of documents between department and E-Gov. Liaise with E-GOV and attend to queries presented to HR, carry out lawful instructions and daily tasks allocated by supervisor etc. knowledge of OSD. Working extra hours when required to do so. The candidate must note that the post(s) is filled bases on the current service delivery request of the Hospital.

- ENQUIRIES** : Ms Pretty Rangoato Tel No: (012) 521 4881/5869
- APPLICATIONS** : Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
- FOR ATTENTION** : Ms Pretty Rangoato
- NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- CLOSING DATE** : 02 October 2020
- POST 22/219** : **FORENSIC OFFICER REF NO: PTA/FPS/04**  
Directorate: Forensic Pathology Service
- SALARY** : R173 703 – R204 612 per annum (Level 05): (plus benefit)
- CENTRE** : Pretoria FPS
- REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's licence minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES** : Mr C.J. Chauke (Acting Facility Manager) Tel No: 012-301 1712/15
- APPLICATIONS** : All applicants must apply using Email to: [FMSRecruitment@gauteng.gov.za](mailto:FMSRecruitment@gauteng.gov.za)
- NOTE** : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance

agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 02 October 2020

**POST 22/220**

: **RECEPTIONIST REF NO: PTA/FPS/05**  
Directorate: Forensic Pathology Service

**SALARY**

: R173 703 – R204 612 per annum (Level 05) (plus benefit)

**CENTRE**

: Pretoria FPS

**REQUIREMENTS**

: Grade 12/Standard 10 certificate, relevant experience will be an added advantage. A valid driver's license minimum Code B. Other skills/requirements: Computer literacy in Windows and MS Office. Above-average data and report typing skills. Good writing skills. Good office organisational skills. Telephone etiquette, Good communication skills, Client-orientated and Customer-focused.

**DUTIES**

: Receive telephone calls, messages, emails, and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment, e.g. computers, photocopiers and fax machines. Liaise with internal and external personnel. Maintain the telephone directory. Maintain and control the visitor register and visitor access cards at reception. Be willing to render general clerical and administrative support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles and emails. Type letters and/or other correspondence when required.

**ENQUIRIES**

: Mr C.J. Chauke (Acting Facility Manager) Tel No: (012)-301 1712/15

**APPLICATIONS**

: All applicants must apply using Email to: [FMSRecruitment@gauteng.gov.za](mailto:FMSRecruitment@gauteng.gov.za)

**NOTE**

: Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

**CLOSING DATE**

: 02 October 2020

**POST 22/221**

: **MATERIAL RECORDING CLERK (ASSET AND FLEET) REF NO: FMS/HO/06**  
Directorate: Forensic Medical Services

**SALARY**

: R173 703 – R204 612per annum (Level 05) (Plus Benefit)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office
	:	Grade 12 or Degree/Diploma in Logistics/transportation. Relevant experience in Fleet management and Asset management; Financial/Logistics /Supply Chain management qualifications will be an advantageous. Must have knowledge of PFMA, fleet management prescripts and system treasury Regulations and BAS. Must be Computer literate (e.g. MS Excel, Word etc.) and must have a valid Drivers' License, good interpersonal relations, planning and organizational skills must be honest and reliable. Must be able to work under pressure and meet deadlines. Must also be willing to work at mortuary environment.
<b><u>DUTIES</u></b>	:	Inspect and issue state vehicles in line with Fleet management policy and system. Inspect all FPS Head Office vehicles and ensure that they start (engine run). Work on vehicle notices and fines. Attend to Diesel request for all facilities. Conduct Fleet spot checks. Closing off the log sheets month end and open new for a month. File trip sheets, log sheets and all documents concerning fleet (vehicles). Ensure that vehicles are clean. Ensure that vehicles are washed. Operate departmental vehicles for official trips only. Prepare Documents for payments of all fleet relate functions. Assist during vetting Meetings. Facilitate repair of equipment and Follow up when necessary. Communicate with various fleet stakeholders. Monitor and ensure security of physical asset. Receive and barcode new assets, update monthly acquisition. Development and maintenance of all asset registers. Perform asset verification and do sport checks in various areas in mortuaries. Facilitate disposal of assets and Update of asset registers after disposals and write offs. Complete documentation for transfers/movement of assets and update on system. Complete supporting registers and recon between assets register and BAS. Ensure timeous submission of assets reconciliation on monthly bases. Ensure safeguarding of assets documentations and records. Do assets maintenance and service schedules. Arrange meetings and take minutes. Train junior staff when necessary. Do any other tasks as when instructed by supervisor.
<b><u>ENQUIRIES APPLICATIONS NOTES</u></b>	:	Mr. S Khumalo Tel No: (079) 523 3813
	:	All applicants must apply using Email to: <a href="mailto:FMSRecruitment@gauteng.gov.za">FMSRecruitment@gauteng.gov.za</a>
	:	Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> , attach certified copies of ID, Drivers' license, qualifications to be attached and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Certified stamp should not be more than 6 months. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. Candidates whose transfer, promotion, or appointment will promote representivity will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
<b><u>CLOSING DATE</u></b>	:	02 October 2020
<b><u>POST 22/222</u></b>	:	<b><u>MATERIAL RECORDING CLERK REF NO: TDHS/A/2020/61 (X2 POSTS)</u></b> Directorate : Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 173 703 per annum (Level 05)
	:	Tshwane District Health Services
	:	Grade 12 certificate or equivalent 1 – 2 years' experience required in the Supply Chan Management environment. Other Skills/Requirements: Knowledge of Supply Chain Management practices, PFMA, Treasury

		Regulations, Procurement Administration System Manual (PASM). Computer literacy. Good Communication and report writing skills. Be able to work in a team, problem solving skills. Interpersonal relations. Valid driver's license is required. The official must be willing to rotate within SCM unit.
<b><u>DUTIES</u></b>	:	Receive requisitions for issuing of stock. Issue stock from Warehouse to all units within the institutions as per the requisition. Update bin cards (VA11A) with incoming / outgoing stock. Packing of stock on shelves according to FIFO / FEFO Principles. Safe keep all consumable items. Manage and Update stock control cards (VA10). Compile requisition for replenishment of stock. Obtain quotations from Suppliers registered on Central Supplier Database (CSD). Create shopping carts, capture GRV on SRM/SAP System, and create P – card orders and settlement. Clear outstanding invoices on web cycle, compile report. Manage Transit In/Out for all consumable and non – consumable items. Keep records of all outstanding deliveries (0 – 9), File. Follow up on outstanding deliveries and keep records thereof. Report all losses to the Supervisor. Conduct Monthly stock count, reconciliation of physical and theoretical stock compile and submit a report on or before due date.
<b><u>ENQUIRIES</u></b>	:	Ms. E Binang Tel No: (012) 451 9003
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to this email address: <a href="mailto:Tshwane.HR@gauteng.gov.za">Tshwane.HR@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.
<b><u>CLOSING DATE</u></b>	:	02 October 2020
<b><u>POST 22/223</u></b>	:	<b><u>ENROLLED NURSE REF NO: SMUEN01</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R171 381 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	SMU Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of Senior certificate / grade 12 and a basic qualification that allows registration with the SANC as a Staff Nurse/Enrolled Nurse. A minimum of 10 years 'working experience in nursing after registration with the SANC as a staff Nurse. Experience in Anesthesia will be an added advantage. Competencies: Knowledge and understanding of the following: Nursing care processes and procedures, Nursing Act, National Health Act, Occupational Health Act, Patients' Rights Charter, Batho Pele Principles, Ideal Hospital Realization framework, Labor relations Act, Code of conduct in the public service. Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Provide quality holistic patient care under supervision of a Professional Nurse. Preparation of patients for surgical procedures. Prepare theatre and Anesthetic Equipment for patients undergoing surgery. Operate relevant theatre apparatus and equipment. Assist the Anesthetist during induction and reversal of patient's in surgery. Assist with elementary nursing Care. Monitor, interpret and record vital signs and report abnormalities .Order stock and monitor the use in a cost effective manner. Report loss or damage immediately. Maintain the code of conduct as required in the Public service and by the professional body. Seek learning opportunities and provide evidence of self-development.
<b><u>ENQUIRIES</u></b>	:	Ms Cynthia Mosimane Tel No: (012) 521 4909
<b><u>APPLICATIONS</u></b>	:	Quote the relevant post number, Direct applications must be delivered to SMU Oral Health C Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
<b><u>NOTE</u></b>	:	Kindly attach/include certified copies of your Qualifications, SANC registration, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<b><u>CLOSING DATE</u></b>	:	02 October 2020
<b><u>POST 22/224</u></b>	:	<b><u>CLEANER REF NO: CHBAH: 322 (X2 POSTS)</u></b> Directorate: Logistics
<b><u>SALARY</u></b>	:	R145 281 – R171 138 per annum (Level 04) (plus benefits)

**CENTRE  
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital  
: Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Ten (10) years' experience in a hospital s' setting of which five (5) years in cleaning. Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Ability to work under pressure. Knowledge of cleaning procedures and basic knowledge of the health systems. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Knowledge of Labour Relations processes. Must be prepared to engage in intensive labour practices. High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

: Supervision of Cleaners by ensuring that all staff is on duty report any absenteeism to the Manager. Ensure that attendance registers are signed. Develop and update the cleaning rosters. Ensure that Cleaners are precise with time keeping i.e. keep to tea and lunch times and that there are no late comings or early departures. Ensure that Cleaners go on training (including in service training). Daily inspections must be done at the Wards and departments to ensure the cleanliness of patient areas is done (e.g. inside wards, offices, corridors, elevators, steps, kitchens, boardrooms, toilets, bathrooms, rest rooms etc.). Ensure that the Cleaners are using the correct colour code equipment and material in the correct area. Refuse bags are replaced and used for the correct type of waste (transparent for general waste and red medical refuse bags) Daily checklists must be signed off in the Ward and department as well as the toilets and bathrooms every day after inspection was done. Report any problems by phoning the responsible supervisor for example: Non collection of medical and/or general waste or if the outside surrounding is dirty with papers, garden waste etc. Ensure that your subordinate's equipment and cleaning machines are clean and neatly stores after work is done. Broken cleaning machines are taken to the Cleaning department for repairs. Cleaning material and chemicals are ordered and issued timeously. Order and issue refuse bags. Ensure that subordinates wear their protective clothing (gloves, mask, goggles and aprons) at all times. Ensure that janitor trolleys are used and fully equipped with right chemicals, equipment and material. File all completed and signed off daily checklists for evidence during NCS inspections. Disciplinary actions taken (verbal-, first- and final written warning and reporting it to Labour Relations Office, keep record of all warnings). Provide guidance and advice to Cleaners. Evaluate of subordinates (PMDS).

**ENQUIRIES  
APPLICATIONS**

: Ms J van Rensburg Tel No: (011) 933 8756  
: 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](http://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** : 09 October 2020
- POST 22/225** : **DENTAL ASSISTANT REF NO: TDHS/A/2020/62 (X4 POSTS)**  
Directorate: Oral Health
- SALARY** : Grade 1: R168 429 – R192 576 per annum  
Grade 2: R198 396 – R230 238 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Matric Certificate or equivalent qualification with Diploma/Certificate in Dental Assisting. Current registration with HPCSA. Valid Manual Drivers license code 8/10 will be great advantage. Minimum 1 year experience. Other Skills / Requirements: Good Communication skills and ability to work under pressure.
- DUTIES** : Knowledge of chair side assisting, sterilizing of all dental instruments, preparation of examination trays for dental procedures and loading of dental syringes. Infection Control (ensuring that all instruments and dental equipment are clean and sterile and prepare for the next patient. Assisting in postoperative instructions and observe the patient's reaction during and after procedure. Ordering of dental instruments and dental materials from our Dental Stores. Responsible of safe handling of dental equipment, receive patient files, record them and make appointments for patients. Be prepared to relieve at other clinics if there is a need and work in collaboration with the dental team.
- ENQUIRIES** : Dr S.K Reinprecht Tel No: (012) 451 9290
- APPLICATIONS** : Applications must be submitted to this email address: [Tshwane.HR@gauteng.gov.za](mailto:Tshwane.HR@gauteng.gov.za)
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.
- CLOSING DATE** : 02 October 2020
- POST 22/226** : **GENERAL ASSISTANT REF NO: TDHS/A/2020/63 (X1 POST)**  
Directorate : Supply Chain Management
- SALARY** : R102 534 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Grade 9 or ABET Level 4. 1–2 years' experience required in the Supply Chain Management environment. Other Skills/Requirements: Ability to read and write. Good communication skills, ability to work under pressure. Knowledge of Supply Chain Management Policies. The official must be willing to rotate within Warehouses.
- DUTIES** : Issuing of stock from VA11A. Unpacking and packing of stock according to Commodity. Implement FIFO and FEFO rule. Receiving of stock and distribute stock and equipment to the units. Assist in Stocktaking. Ensure proper record keeping. Labeling of shelves. Cleaning of warehouse. Perform any other duties as delegated by the Supervisor. Adhere to Occupational Health and Safety requirements.
- ENQUIRIES** : Ms E Binang Tel No: 012 451 9003
- APPLICATIONS** : Applications must be submitted to this email address: [Tshwane.HR@gauteng.gov.za](mailto:Tshwane.HR@gauteng.gov.za)
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.
- CLOSING DATE** : 02 October 2020
- POST 22/227** : **CLEANER (X1 POST)**  
Directorate: Administration and Support
- SALARY** : R102 534 – R120 780 - per annum (Level 02) plus benefits
- CENTRE** : Ga-Rankuwa Nursing College
- REQUIREMENTS** : Grade 10 or ABET Certificate. Grade 12/National Senior Certificate will be an added advantage. Ability to operate cleaning equipments and machines. Ability

to work under pressure. Must have good communication skills both verbal and written, good interpersonal relations and a team player. Cleaning of offices, kitchens, boardrooms and classrooms, dusting and waxing of office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins and basins. Collecting and removing of waste papers and freshening the office areas. Safe keeping of kitchen utensils. Refilling hand wash liquid soap, toilet papers, hand towels and refreshers. Cleaning and take care of cleaning equipments. Storing and safeguarding cleaning materials and cleaning equipments. Relieving each other as and when required. Preparing and serving of breakfast/Lunch for college committee meetings such as College Council, Senate etc. when so required by the management of the college. Washing of college utensils daily. Opening of offices and classrooms in the morning and closing at the end of business. Requisition of cleaning materials through the supervisor.

- ENQUIRIES** : Mrs K R Lekgeu Tel No: (012) 560 0448/50
- APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disability will receive preference.
- CLOSING DATE** : 02 October 2020
- POST 22/228** : **ENVIRONMENTAL HEALTH PRACTITIONER OCCUPATIONAL HYGIENE RISK MANAGEMENT GRADE 1(SESSION) REF NO: EHD2020/10/01**  
Directorate: Quality Assurance
- SALARY** : R210.00 per hour
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in environmental health. Additional qualifications in Occupational Health Management, Occupational Health and Hygiene Legislation, as well as OSHAS 1800/1, ISO 9000 SHEMTRAC/SAMTRAC, will be an added advantage. Less than 10 years relevant experience after registration as an Environmental health practitioner. Experience in the use of computer end user programs. Registered with the South African Institute for Occupational Hygiene (SAIOH) as Occupational technologist, Assistant or Occupational Hygienist or at the HPCSA in a related specialty field. At least 1 year relevant experience in OH monitoring, OH risk assessment, occupational health case investigations, project management and the implementation of OSHAS 18000/1 series, preferably within the health care environment. In-depth knowledge in the prevention of occupational disease and ventilation requirements within the healthcare environment. Good interpersonal relations, communication, leadership, analytical and linguistic attributes. A valid driver's licence is essential.
- DUTIES** : Capturing all the facilities online in the ideal clinic, Norms and Standards and Patient Experience of Care Survey website thus making it easy to analyse and generate required reports including development of improvement plans. Determining the status of the facilities and Perfect Permanent Team for Ideal Clinic (IC) Realization and Maintenance (PPTICRM) using IC dashboard – a management tool that informs service delivery improvements. Update and maintain progress of Ideal Clinics & Norms and Standards Dashboards. Validate data at the District level, accurate calculation of scores by facilities. Assist in monitoring of Data flow. Generate Reports and forward to stake holders. Responsible for paper based and electronic registers. Perform general Admin duties in Quality Assurance Office as delegated by the Supervisor.
- ENQUIRIES** : Ms B. Peloagae Tel No: (011) 878 8500
- 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](http://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** : 02 October 2020
- POST 22/229** : **PROFESSIONAL NURSE GRADE 1(SESSION) REF NO: EHD2020/10/02**  
Directorate: Quality Assurance
- SALARY** : R170.00 per hour
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Basic R425 qualification (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Less than 10 years relevant experience after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of customer service, Health Care statutes & health standards, National Core Standards and ideal clinics and hospitals. Driver's licence.
- DUTIES** : Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realisation model. Managing training and retraining of facility staff on new developments related to the National Core Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation.
- ENQUIRIES** : Ms B. Peloogae Tel No: (011) 878 8500
- 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](http://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** : 02 October 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** : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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](http://www.thensg.gov.za)

**CLOSING DATE** : 05 October 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](http://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.

#### **OTHER POST**

**POST 22/230** : **AUDITOR: COMPUTER AUDIT REF NO: 09/2020 (X4 POSTS)**  
Directorate: Gauteng Audit Services

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : A 3 year tertiary qualification National Diploma (NQF level 6 as recognised by SAQA) in Computer Science/Business Information system/IT Auditing/Internal Auditing. 1-2 years' experience in IT Auditing.

**DUTIES** : Audit Project Planning, Audit Project execution, Audit Project Reporting, People and staff utilisation.

**ENQUIRIES** : Ms. Linda Ninzi Tel No: (011) 227-9000

**APPLICATIONS** : Please email your Z83 form, CV, certified copies of your ID and Qualifications to [jobs.gpt@gauteng.gov.za](mailto:jobs.gpt@gauteng.gov.za)

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.***

**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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.

#### **OTHER POSTS**

- POST 22/231** : **DEPUTY DIRECTOR: SPECIAL PROJECTS REF NO: SD/2020/09/05**
- SALARY** : R733 257 per annum (all-inclusive package)
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : Three-year tertiary qualification in Community Development or relevant and equivalent qualification with 4- 5 years' experience in Sustainable Livelihoods/Economic Empowerment Programme planning, implementation and monitoring. Additional qualification in Business Development or Economics will be added advantage. A valid driver's license. Knowledge and understanding legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods/Economic Empowerment programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Provision of support to Cooperatives. Manage skills development programme for funded cooperatives. Manage the partnership with stakeholders on cooperatives development and support. Management of Job Placement Programmes. Manage skills development programme targeted for job placement of vulnerable individuals. Manage the partnership with stakeholders on job placement programme. Management of Special Projects Manage dignity packages projects. Manage welfare to work transitional projects. Enterprise Development Programme. Manage the skills development programme based on Enterprise Development Programme. Manage the linkages of products and services to markets. Supervision of staff and interns.
- ENQUIRIES** : Ms IN Netshungani Tel No: (011) 227 0105
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg
- FOR ATTENTION** : Mr O Mkhabela, Tel No: (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000.
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy procedures.
- CLOSING DATE** : 02 October 2020
- POST 22/232** : **SOCIAL WORK SUPERVISOR (X14 POSTS)**
- Directorates: Probation and Canalization, Intake Field and NPO Partnership and Finance.
- SALARY** : R384 228 – R714 795 per annum (within the OSD framework)
- CENTRE** : Regions Tshwane Region Ref No: SD/2020/07/17 (X8 Posts)  
West Rand Region Ref No: SD/2020/07/18 (X6 Posts)
- REQUIREMENTS** : A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal and written communication skills.
- DUTIES** : Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that

could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

- ENQUIRIES** : West Rand Region-Mr SM Makgorogo Tel No: (011) 950 7803/ (011) 950 7700, Tshwane Region Mr A Kotsedi Tel No: (012) 359 3314
- CLOSING DATE** : 02 October 2020
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development:  
**West Rand Region**, Human Street, Krugersdorp 950 770016 or Private Bag x 2068, Krugersdorp 1740.  
**Tshwane Region**, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria Private Bag X266, Pretoria, 0001.
- FOR ATTENTION** : Mr SM Makgorogo Tel No: (011) 950 7803/ (011)  
Mr A Kotsedi Tel No: (012) 359 3314 or
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.