

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- CLOSING DATE** : 16 October 2020
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 23/74** : **DEPUTY DIRECTOR: ERP FINANCE REF NO: REFS/006413**
Directorate: Applications Competency
- SALARY** : R869 007 per annum (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric certificate plus National Diploma/Degree in IT, Finance or Commerce. SAP FI/CO certification or related ERP qualification. 3-5 years ERP experience with at least 2 years in Management. Three or more full SAP project implementation. ICT technical knowledge.
- DUTIES** : The ERP Functional Manager in Financial Management and Costing will provide systems (e.g. SAP) operational management and support to customers within the Gauteng Provincial Government. Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers when required. Discusses and resolves systems issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers/executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding systems operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP team to identify and help develop system upgrades to increase capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational systems procedures/ processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented systems solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include

the meeting of functional specifications, managing and troubleshooting problems, ERP systems configuration, testing and assisting in system development and managing human resources within the functional area.

ENQUIRIES

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

POST 23/75

: **DEPUTY DIRECTOR: ERP PTP REF NO: REFS/006414**
Directorate: Applications Competency

SALARY

: R869 007 per annum (all-inclusive remuneration package)

CENTRE

: Johannesburg

REQUIREMENTS

: Matric certificate plus a National Diploma/Degree in IT, Finance or Commerce. SAP SRM/MM certificate or related ERP qualification. 3-5 years ERP experience with at least 2 years in management. There or more full SAP project implementation. ICT technical knowledge.

DUTIES

: The ERP Functional Manager in Procure-to-pay (SRM) will provide systems (e.g. SAP) operational management and support to customers within the Gauteng Provincial Government. Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers when required. Discusses and resolves systems issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers/executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding systems operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP team to identify and help develop system upgrades to increase capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational systems procedures/ processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented systems solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP systems configuration, testing and assisting in system development and managing human resources within the functional area.

ENQUIRIES

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

POST 23/76

: **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION (CLUSTER1)**
REF NO: REFS/006415
Directorate: Human Resource Administration

SALARY

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

CENTRE

: Johannesburg

REQUIREMENTS

: Matric certificate plus NQF level 6 qualification in HR or related. 3-5 years' experience in Human Resource. 2 years' experience in HR managerial role.

DUTIES

: To manage/administer/process and implement all Human Resource basic conditions of service, benefits and appointments for the GPG. Management of HRA business processes and services for all Gauteng Provincial Government Departments. Develop and implement HR processes and procedures on Conditions of Service and Service Benefits administration (i.e. Appointments, promotions, transfers, leave, etc). Provide quality assurance on HR processes and ensure compliance to HR legislation and procedures. Management of the HRA transactional processes' service level agreement and ensure that services are rendered effectively and efficiently. Management of staff and ensuring on-going development of HRA team leaders. Establish and maintain good customer relations with the GPG Departments and other stakeholders. Resolve complex HR queries and process issues. Respond to audit queries and ensure implementation of the recommendations thereof. Attend to audit queries and implementation of the

recommendations thereof. Compile monthly/quarterly performance reports and make budgetary recommendations. Automation of HRA processes.

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

POST 23/77 : **DEPUTY DIRECTOR: PAYROLL SERVICES REF NO: REFS/006417**
Directorate: Payroll Services

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF level 6 qualification in Commerce/Business Management. 3-5 years' experience in Payroll Services/HR environment. Persal/BAS/SAP working experience. Supervisory experience. Worked in accounting environment. Intermediate to expert skills in Excel. 2 years' experience in HR managerial role. Preferred: Knowledge of public sector environment and transversal systems.

DUTIES : To provide overall assistance to the manager in managing the operations in the sub-units (Health, Education, Small Departments and Garnishee Orders) of the Payroll Services Unit. Assist manager with improved operations. Monitor and control adherence to Service level agreements. Assist manager to plan resources in the sub-unit, during business continuity periods. Manage overall customer relationships by implementing customer visitor timeframes and training sessions. Ensure customer, queries from customers, is completed per SLA. Assist manager in re-engineering the business processes. Implement continuous improvement initiatives and innovations. Deputise manager in his/her absence. Compile management reports. Manage, guide and lead team leaders. Schedule work and balance workload of the sub-unit. Ensure appropriate processes, procedures and principles are followed.

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

POST 23/78 : **DEPUTY DIRECTOR: DOCUMENT MANAGEMENT CENTRE (DMC) REF NO: REFS/006418**
Directorate: Documents & Records Management

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree/diploma in Document/Information and Content Management or related. 3-5 years' experience in the field of Document management and Records management. Project management. 2 years' experience in DMC managerial role.

DUTIES : Implement and administer enterprise-wide transversal document management systems and related procedures that allow GPG departments to electronically capture, store, retrieve, access, share documents. Develop, document procedure manuals, or maintain standards, best practices, or system usage procedures. Analyze, interpret, or disseminate system performance data. Consult with end users regarding problems in accessing electronic content and provide tools and manuals to search electronic sources, such as databases or repositories, or manual sources for information. Provision of scanning or other automated data entry procedures, using imaging devices and document imaging software data capture technology to import digitized documents into document management system. Conduct needs assessments to identify document management requirements of departments or end users and propose recommendations for improving content management system capabilities. Document technical functions and specifications for new or proposed content management systems. Write, review, or execute plans for testing document procedure manuals or established document management systems. Monitor regulatory activity to maintain compliance with records and document management laws and assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content. Keep abreast of developments in document management by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences. Develop, design, standardize organizational templates for electronic use and content classification taxonomies to facilitate information capture, search, and retrieval. Assist in the assessment, acquisition, or deployment of new electronic document management systems. Develop rules and classifications of document and system access rights and revision control to ensure security of system and integrity of master documents. Implement electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists. Develop or configure document management system features, such as user interfaces, access profiles, and document workflow procedures.

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

POST 23/79 : **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/006419**
Directorate: Debt Management

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF level 6 qualification in financial accounting / financial management or legal. 2-3 years' experience in collection or legal collection.

DUTIES : The Assistant Director is responsible for the overall reporting of the practitioner relating to debt collection. Manage performance development of the practitioners and filing clerks. Supervise, lead, and develop staff. Manage and assist with the management of the business unit. Supervising the Debt Collection team, ensuring that debts and collected and administered within the SLA. To provide management of accurately and timeous collection of all debts and amount owing to GPG Departments. Manage performance within SLA. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Submit monthly transaction report with the SLA.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 23/80 : **SENIOR ADMIN OFFICER: RISK MANAGEMENT REF NO: REFS/006479 (X2 POSTS)**
Directorate: Risk Management

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF level 6 qualification in Risk management/Business/Office and Administration or Commerce related. 2-3 years' experience in Risk management, planning, project management and administration.

DUTIES : To provide a full range of administrative and office support to the internal Risk Management directorate. Ensure that updated and approved risk management documents are uploaded on the intranet. Providing administrative support in terms of drafting and formatting submissions. Provide support in terms of arranging logistics for workshops and meetings. Maintain calendar for the extended senior management team, executive management team, risk management committee, audit committee and any other meetings. Minute taking of all meetings of IRM with the exception those meetings allocated to the departmental secretariat. Coordinate and compile all necessary information and documents for the committee packs and submit to the departmental secretariat. Manage and maintain the document tracking system in the IRM directorate. Keep records of all documents for the IRM directorate. Order office suppliers and facilities that are required by the IRM directorate. Liaise with SCM for the support. Administer the shopping card system. Prepare submissions for payments of RMC Chairperson.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 23/81 : **PRACTITIONER-EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/006421**
Directorate: Human Resource Management

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF level 6 in Psychology/Social Work/Employee Wellness or related. 1- 2 years' experience in the Employee Health and Wellness field. Knowledge of the DPSA Wellness policy. Basic knowledge of GPG HR processes, PILIR and IOD policies.

DUTIES : To implement and maintain the employee health and wellness programme and to ensure continuous availability of the programme to all employees in the department. Ensure continued promotion and awareness of the Employee Health and Wellness Programme within the department and all its directorates. Organise and oversee EHWP events and programs as indicated in the health calendar. Track attendance, participation or performance data related to EHWP events. Respond to staff inquiring about wellness information, programs or services. Build solid partnership with external stakeholders. Contain a trauma incident or situation and refer affected employees for further assistance to appointed Service Wellness Provider. Coordinate Peer education programme. Coordinate and maintain a strong working alliance between supervisors, staff representatives, employees and the EHWP. Assist managers and supervisors to deal appropriately with the difficulties that confront employees in the workplace. Submit written reports on the progress and activities of the EHWP. Assist the department with stress debriefing/team building sessions. Plan for utilisation of allocated wellness budget.

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

DEPARTMENT OF HEALTH

OTHER POSTS

POST 23/82 : **HEAD OF CLINICAL UNIT GRADE 1: OBSTETRICS AND GYNECOLOGY REF NO: PHOLO 2020/09/07**
Directorate: Medical

SALARY CENTRE REQUIREMENTS : R1 728 807 - R1 834 890 per annum (All-inclusive package)
Pholosong Hospital
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynecology: Master of Medicine in Obstetrics and Gynecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynecologists of South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynecology of South Africa will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory.

DUTIES : To lead the department in provision of clinical care to patients, teaching and learning of Medical Officer Interns and Medical Officers, conduct appropriate research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. The running of a specialized fetal assessment clinic – for diagnosis and management of fetal anomalies. Provision of maternal services. Screening and management of all high risk pregnancies. Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. To ensure outreach programmes are initiated and maintained. Provision of teaching and Learning: To ensure that both Medical Officer Interns and Medical Officers are taught the required skills and provided with opportunities to learn, discuss and do presentation. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, Cluster Hospital - CMJAH, Country and internationally in order to promote Research. Administration: To ensure the processes of the hospital are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure recruitment and retention of staff. To allocate resources fairly and in line with all principles outlined. To provide leadership within the department, hospital.

ENQUIRES APPLICATIONS : Dr N.M. Makgana Tel No: (011) 812 5162
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 16 October 2020

<u>POST 23/83</u>	:	<u>HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER</u> Directorate: Orthodontics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 728 807 – R1 834 890 per annum (All-inclusive package) University of Pretoria Oral Health Centre BChD degree or equivalent qualification, registration with the HPCSA as a Dental Specialist in a normal specialty or a recognised sub-specialty in the category independent practice and proof of current registration with the HPCSA. A minimum of three (3) years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognised sub-specialty. A minimum of three years teaching experience at both undergraduate and postgraduate (specialty and non-specialty) level including postgraduate research supervision.
<u>DUTIES</u>	:	The successful candidate will, in addition to service rendering pertaining to the specialty of Orthodontics, be tasked with undergraduate and postgraduate teaching and assessment as well as curriculum development on a continuous basis. The successful candidate will also be expected to participate in the research activities of the department. Departmental duties will be assigned to the candidate by the head of department.
<u>ENQUIRIES</u>	:	Prof SL Shangase Tel No: (012) 319 2327/2225 OR Mrs Ina Swart Tel No: (012) 301 5705
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
<u>NOTE</u>	:	Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/84</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MRH 02/09/2020</u> Directorate: Clinical
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 173 900 per annum (inclusive package) Mamelodi Regional Hospital Grade 1: Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of 6 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. An additional hospital management qualification will be an added advantage. Good communication, Leadership and writing skills.
<u>DUTIES</u>	:	Overall clinical leadership and management of allocated cluster of departments. Offer a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyze budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB: Commuted overtime is compulsory.
<u>ENQUIRIES</u>	:	Dr NG Soe Tel No: (012) 841 8302
<u>APPLICATIONS</u>	:	Applications to be sent to Mamelodi Regional Hospital, Private Bag X 0032 P.O Rethabile Mamelodi East 0122, Hand delivery to 19472 Cnr Serapeng Street & Tsamaya Road. Mamelodi East.
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms KH Mokwana Tel No: (012) 841 8387 16 October 2020

<u>POST 23/85</u>	:	<u>MEDICAL SPECIALIST (GRADE 1 TO 3): SURGERY REF NO: PHOLO 2020/09/08</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive package) Grade 2: R1 264 623 - R1 342 230 per annum (All-inclusive package) Grade 3: R1 467 651 - R1 834 890 per annum (All-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Hospital MBCHB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Surgery. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.
<u>DUTIES</u>	:	Successful candidates will be responsible for the provision of evidence-based quality patient care which includes pre-operative, operative and post-operative care of Surgical patients. Maintaining a safe, efficient and appropriate environment for quality care. Educating and training of all Medical Officer Interns and Medical Officers of the surgical team. Supervision and facilitation of departmental programmes. Active involvement in clinical research. Effective administration and management of surgical unit and theater.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N.M. Makgana Tel No: (011) 812 5162 Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/86</u>	:	<u>MEDICAL SPECIALIST: SURGEON GR 1-3 REF NO: JUB21/2020</u> Directorate: Medical Unit- General Surgery (Re-Advert)
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Jubilee District Hospital Document required signed z83, certified copies, South African ID, Matric certificate or equivalent MBChB and MMed or fellowship in Surgery equivalent degree. Proof of current registration with council and Curriculum Vitae. Proof of registration with the HPCSA as Medical Specialist Surgeon.
<u>DUTIES</u>	:	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 general surgery 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 General surgery services 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 record keeping.

- ENQUIRIES** : Dr Mokwena M.J Tel No: (012) 717 9338
- 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, 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 Z83. 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 fellowship in surgery 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** : 16 October 2020
- POST 23/87** : **MEDICAL OFFICER (COVID-19 CONTRACT) REF NO: JUB21/2020**
Directorate: Medical Unit
- SALARY** : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Document required signed z83, certified copies, South African ID, Matric certificate or equivalent MBChB. Proof of current registration with council and Curriculum Vitae.
- DUTIES** : **Grade 1:** Requirements Senior Certificate Plus, appropriate qualification in Health Science-MBCHB Plus, current registration with HPCSA as an independent Medical Practitioner OR, 1 year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by Human Resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. **Grade 2:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus current registration with HPCSA as an independent Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner or 6 years' experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community Service, as required in South Africa Certificate of service endorsed by your Human resources. **Grade 3:** Senior Certificate plus appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with HPCSA as a Medical Practitioner OR 11 years' experience after registration with as an independent Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa Certificate of service endorsed by Human Resources Verification of experience Pre Screening endorsed by your Human Resources Verification of experience pre-screening endorsed by your Human Resources Verification of experience pre-screening endorsed by your Human Resources. Six months contract as sessional or full time in COVID-19 ward. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national provincial strategies. Support the training and the CPD/CME activities for Medical unit. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Dr Mokwena M.J Tel No: (012) 717 9338

<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 Z83. 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. 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.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/88</u>	:	<u>LECTURER/STUDENT COUNSELLOR</u> Directorate Nursing Education and Training Services
<u>SALARY</u>	:	PND1: R383 226 – R 444 276 per annum (plus benefits) PND2: R471 333 – R614 991 per annum (plus benefits)
<u>CENTRE</u>	:	Rahima Moosa Nursing College
<u>REQUIREMENTS</u>	:	PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education Basic qualification accredited with SANC in terms of Government notice 425 (i.e. diploma/degree in Nursing) or equivalent that allows registration with the SANC: General Nursing Science and Midwifery\ Community\ Psychiatric Nursing Science. Degree in Nursing Education and Administration registered with SANC. A minimum of 4 years appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. A minimum of 3 years' experience as a Lecturer. Master's in nursing will be added as an advantage or intending to study master's attach a motivation letter. A valid Code 8 manual driver's license. Sound communication, counselling, report writing and presentation skills. Good computer skills (Ms. Word, PowerPoint and Excel). The ability to work in a team and under pressure. Successful candidate will be subjected to Medical surveillance.
<u>DUTIES</u>	:	The successful candidate will be responsible for; amongst others: Plan, implement and manage learner counseling and support programs, Implementation of life and study skills for learners, Assessment and referral of individual learners with personal problems, Promotion of general welfare, personal and professional development of learners, Support and guidance of Student Representative Council and class representatives, Orientation of newly appointed learners, Conduct classroom presentations to improve academic performance, Provide counselling and support to academic and administrative staff in emergencies, Assist with the provision of employee wellness service, Plan, implement and manage the provision of the English program, Policy development, review and evaluation. Continuing education in Student Counseling and Nursing Education.
<u>ENQUIRIES</u>	:	Ms. K Mashamba (HOD Clinical) – Tel No :(011) 247- 3303-3300 Mr. A.T Tsoke (SAO HR) – Tel NO: (011) 247 3321
<u>APPLICATIONS</u>	:	All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.
<u>NOTE</u>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	:	16 October 2020

POST 23/89 : **ASSISSTANT DIRECTOR: LOGISTICS AND SUPPORT REF NO: MRH 03/09/2020**
 Directorate: Administration and Support

SALARY : R376 596 per annum plus benefits
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : A National diploma / degree in Public Management / Administration or equivalent qualification (NQF-level 6) with more than 3 years relevant experience or Grade 12 certificate with 10 years of which 5 years should be supervisory experience in the Logistics and Support Services Environment, preferably in a hospital environment. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and understanding of Government procurement processes. Project management. Good financial management. Managerial and Leadership skills. Communication with the ability to motivate and direct people. Problem solving and conflict management. Must be computer literate (MS Office). A valid driver's license. (Effective written and verbal communication, analytical and report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure.

DUTIES : Manage Logistics and Support services departments within the institution i.e. (Cleaning, Porters, Mortuary, Linen and Security) and monitor compliance to finance and procurement processes as well as the maintenance and payment of office equipments. Liaise and interact with stakeholders and manage customers. Monitor and report on proper implementation of the National Core Standard requirements of the hospital. Ensure compliance and maintaining the quality standard required by the institution. Participate in inter and intradepartmental committees that deals with issues of admin and support services etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Monitor of performance and evaluation of staff. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Logistics and Support services departments. Ensure sound inventory management and control. Plan and implement training programs for staff. Fulfill duties as per PMDS contract and job description. Perform any other duties requested by.

ENQUIRIES : Mr MS Machaba Tel No: (012) 841 8307
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472, CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Ms KH Mokwana Tel No: (012) 8418387
CLOSING DATE : 16 October 2020

POST 23/90 : **ICT TECHNICIAN REF NO: ICT/09/2020**
 Directorate: Management and Support

SALARY : R257 508 per annum (plus benefits)
CENTRE : Rahima Moosa Nursing College
REQUIREMENTS : Degree/Diploma in Information Technology (IT) with a minimum of 3 years' experience in the Public Service ICT environment OR a Grade 12 with a minimum of 5 and above years' experience in the Public Service ICT environment. A+ and N+ Certificates or having done it as a subject in a different program, MCSA or MCSE certificate will be advantageous. Knowledge and experience in Desktop, LAN and WAN Support. Knowledge of BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Ability to handle and manage confidential information. Valid driver's license. Proof of computer literacy (MS Word, Excel, and PowerPoint etc.). Good telephone etiquette and excellent computer skills. Good communication (verbal & written), organizational & problem-solving skills. Ability to work under pressure. Sound interpersonal relations and conflict management skills. Understanding of legislative frameworks in Public services.

DUTIES : Manage and install, configure and upgrade operating systems and software, using standard business and administrative packages. Install, assemble and configure computers, monitors, network infrastructure and peripherals, such as cables and printers. Maintain departmental LAN. Act as a technical resource in assisting users to resolve problems with equipment and data. Analyze and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Manage overall ICT systems security and disaster recovery. Liaise between management and users. Anticipate and manage ICT risks e.g. virus threats, power outages, leakage of information, etc. Manage and maintain all ICT equipment at

the College. Provide first line technical support and maintain WAN/LAN and desktop for all College users. Minimize service disruption by operating, supporting and maintaining day to day operational issues of the College. Attend to user complaints. Install and update software of all systems. Ensure that all backups are done on monthly basics. Record keeping, provide specifications for IT equipment's. Manage telecommunications/telephone management system. Manage subordinates. Manage employee's performance evaluations (PMDS) Attend meetings and submit reports as requested. Participate in activities that will promote the institutional ICT integrity e.g. develop policies to ensure the safe legal usage of all ICT equipment. Adhere to the Code of Conduct.

- ENQUIRIES APPLICATIONS** : Mr. J Machaba Tel No: (011) 247 3303/00 / AT Tsoke Tel No: (011) 247 3321
 : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109, Human Resource Department.
- NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 16 October 2020
- POST 23/91** : **PROCUREMENT OFFICER REF NO: MSD2019/09/04 (X1 POST)**
 Directorate: Procurement Services
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus benefits
 : Medical Supplies Depot
 : Grade 12 with a recognised certificate in Supply Chain Management (SCM) /Diploma in Logistics and a minimum of 3 years' experience in Logistics or SCM; or Grade12 with a minimum of 5 years' experience in Logistics or SCM. An understanding of Central supplier database and verification of supplier status on the database. Knowledge of applicable Supply Chain related acts, policies and regulations including PFMA, PPPFA, BBBEE, PAS. An understanding of the conditions for National Pharmaceutical contracts. Be computer literate including word and Excel skills. Good verbal and written communication skills. Attention to details. Ability to work in the team. Understanding of MEDSAS system will be added advantage.
- DUTIES** : Responsible for handling all enquiries relating to orders for direct delivery to healthcare facilities. Follow up with both facilities and suppliers on outstanding and overdue orders. Receiving, following up and resolution of complaints from healthcare facilities in conjunction with Quality Assurance unit. Ongoing communication with healthcare facilities on the status of their DDV orders on the system. Updating, cancellation and completion of orders on MEDSAS system in consultation with both suppliers and healthcare facilities. Maintaining up to date records and reports of all processed DDV orders. All other procurement unit related administrative duties. Incumbent will report to the Procurement Unit Pharmacist.
- ENQUIRIES APPLICATIONS** : Ms K. Hanise Tel No: (011) 628 9083
 : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.
- CLOSING DATE** : 16 October 2020
- POST 23/92** : **IT TECHNICIAN REF NO: STDH/00028 (X1 POST)**
 Directorate: Administration
- SALARY CENTRE** : R257 508 – R303 339 per annum plus benefits
 : Sizwe Tropical Disease Hospital

<u>REQUIREMENTS</u>	:	Relevant National Diploma with 2 years' experience in IT and Switchboard or Grade 12 with 5 years' experience in IT or A+N+ with 4 years IT experience. MCSA or MCSE will be advantageous. A valid driver's license will be added advantage. Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting PAAB, BAS, PERSAL, SAP, SRM, RX, RDM and Microsoft packages. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Good communication, planning and telephone skills also required as well as a good attendance profile.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing and constantly monitoring the continuous functioning of the LAN and WAN connective. Provide technical support and maintain desktop and other hardware for all users in the department. Install computer hardware, software and configure network device, internet and email accounts for all users in the department. Provide support to end-users, devices and transversal systems i.e. BAS, SAP, PERSAL and SRM.
<u>ENQUIRIES</u>	:	Ms L Sibeko Tel No: (011) 531 - 4340
<u>APPLICATIONS</u>	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham OR e-mail to: SizweHR@gauteng.gov.za
<u>NOTE</u>	:	To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/93</u>	:	<u>ADMIN CLERK (RECORDS) REF NO: ODI/14/09/2020/01</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05) (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate with two years' experience in the hospital environment of which one year should be Patient Administration and Records. Must able to work under pressure. Knowledge of admission and discharge in terms of Patient's classifications manuals. Interpersonal relationship skills and telephone etiquette. Knowledge of PAJA and PAIA. Male candidates are encouraged to apply. Motivation must be attached as proof of working experiences.
<u>DUTIES</u>	:	Filling and retrieval of patient's records and other documents related to patient's files. Be prepared to work shift and/ or assist in other areas of Patient admin (Reception/ OPD/Wards) when requested. Safekeeping and disposal of files and documents in terms of National Archives Act. Daily booking of patients and tracking of missing files. Correct capturing and completing of downtime register as a downtime tool. Perform any other lawful/ legal instructions as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. TR Maluleke Tel No: (012) 725 2465
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
<u>CLOSING DATE</u>	:	16 October 2020
<u>POST 23/94</u>	:	<u>SECURITY GUARD REF NO: STDH/00029 (X1 POST)</u> Directorate: Admin & Support
<u>SALARY</u>	:	R122 595 - R144 411 per annum plus benefits
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, 5 years' experience as security Officer, Valid Grade C, B and A PSIRA Certificate. Good report writing and communication skills. Computer literacy, CCTV Training Certificate, SAPS clearance certificate and working experience as a CCTV operator will be an added advantage. Knowledge and understanding of security Legislation/Acts such as MISS and Control of access to public premises and vehicles Act 53 of 1995. Willingness to work shifts and extended hours.
<u>DUTIES</u>	:	Report incidents and security breaches. Patrol hospital premises, investigate incidents, Do access control at the gate, Operate surveillance camera system of the hospital, Track down lost or absconded patients, record and submit evidence

footage for investigation, escort patients, do parade on daily basis and carry any lawful instructions given by authorized person.

ENQUIRIES : Mr MA Masuluke Tel No: (011) 531 - 4353

APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.).

CLOSING DATE : 16 October 2020

POST 23/95 : **CLEANER REF NO: STDH/00030 (X4 POSTS)**
Directorate: Admin & Support

SALARY : R102 534 – R120 780 per annum plus benefits

CENTRE : Sizwe Tropical Disease Hospital

REQUIREMENTS : Grade 10/ Abet level4. Cleaning experience will be an added advantage. Knowledge of cleaning procedures, color coding and bucket system as well as the use of cleaning equipment. Ability to read and write. Reliable and punctual. Be prepared and able to work shifts, weekends and Public holidays. Work as a team and rotate to other sections.

DUTIES : Provision of cleaning services in the hospital, rendering comprehensive cleaning services which includes; Cleaning offices, wards corridors, and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.

ENQUIRIES : Mr LK Moatshe Tel No: (011) 531 - 4311

APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 16 October 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 26 October 2020. No late applications will be considered.

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

MANAGEMENT ECHELON

<u>POST 23/96</u>	:	<u>DIRECTOR: ASSET & TRANSPORT MANAGEMENT REF NO: REFS/006527</u>
<u>SALARY</u>	:	R1 057 326 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus Degree in Supply Chain Management/Public Administration/Logistics/Cost Management/Auditing /Commerce (NQF Level 7). Minimum of 5 years' experience at managerial level in the public-sector Assets environment. Knowledge of BAS will be a priority. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za . Experience in the preparation of financial reports on assets and leases. Demonstrate adequate experience in handling disposal on a large scale. Proven track record on asset stock take and handling of losses. Knowledge of the PFMA, PPPFA and relevant regulations.
<u>DUTIES</u>	:	Responsible and accountable for implementation of Asset Management strategy and plans. Ensure the management of movable assets and fleet functions. Manage the execution of annual asset stock count and coordinate the periodic verification process of assets. Coordinate quarterly disposal committee meetings. Preparation of reports for disposal committee, monthly financial statements on assets and fleet. Execution of the disposal of assets. Verify the correctness of the procurement request for assets in terms of allocations and procedure. Monthly reconciliation of assets with regard to purchases, disposals and verifications conducted. Preparation and management of lease register relating to departmental fleet. Address all asset fleet management related audit queries. Manage the movement of assets and departmental fleet. Report to the Loss Control Officer any asset that is not traceable during the verification process. Continuously updating the asset register.
<u>ENQUIRIES</u>	:	Ms K Kunene Tel No: (072) 315 9992
<u>APPLICATIONS</u>	:	Please apply online at www.gautengonline.gov.za
<u>POST 23/97</u>	:	<u>DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: REFS/006528</u>
<u>SALARY</u>	:	R1 057 326 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus An undergraduate qualification in Public Administration/Management/Logistics Management/Property Management or equivalent NQF level 7 qualification as recognised by SAQA. Minimum of 5 years' experience at Middle/Senior Management level. SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za . Knowledge, experience and understanding of Standards for the Archives and Records Management Practices; Records Management Policies and Frameworks; relevant legislations relating to Building, OHS and Security; relevant legislation and regulations pertaining to financial accounting, internal controls, and corporate governance; Confidential Information Handling and Public Service Regulations. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Communication, Honesty and integrity. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful.
<u>DUTIES</u>	:	Manage the provision of Facilities, maintenance and building management. Ensure and monitor the effective and efficient provision of Records Management. Ensure provision of safe and secure environment internally and external safeguarding of Departmental Assets. Manage and monitor the provision of conducive, Clean and Hygienic environment in the workplace according to the Occupational Health and Safety Act. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms K Kunene Tel No: (072) 315 9992
<u>APPLICATIONS</u>	:	Please apply online at www.gautengonline.gov.za
<u>POST 23/98</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/006529</u>
<u>SALARY</u>	:	R1 057 326 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus a Degree in Public Administration/Business Management or equivalent qualification (NQF level 7). Minimum of five (5) years relevant experience at Middle/Senior Management level. SMS Pre-entry Certificate. The successful

completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Knowledge, experience and understanding of the Treasury Regulations and Planning Frameworks, Public Service Regulations, Public Service Act, Public Financial Management Act, Medium-Term Expenditure Framework. Office management principles, practices, and systems. Ability to distinguish sensitive and confidential information and files, and maintain confidentiality information. Knowledge of policies, requirements, and procedures applicable to the sector. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Problem solving. Excellent interpersonal communication skills, Honesty and integrity. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful. Ability to work under pressure.

DUTIES : Provide technical, administrative and secretariat support services to departmental committees and Office of the HOD. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as relevant committees and structures. Coordination of Human Settlements planning and reporting. Management of the business unit.

ENQUIRIES : Ms A Mogaswa Tel No: (072) 313 8052
APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 23/99 : **DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/006531**

SALARY : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg

REQUIREMENTS : A Matric plus an appropriate 3-year accredited Bachelor's Degree/National Diploma in Social and or Economic Sciences/ Development Studies/Monitoring and Evaluation/ Statistics and Research/Public Governance/ Public Management and Governance/ Policy Analysis and Evaluations. Minimum of five (5) years relevant experience at Middle/Senior Management level. Knowledge and experience in project management, database management and analysis software packages such as MS Access, Excel, STATA and Atlas TI. Ability to customise and generate reports to meet user's needs. Possession of SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Extensive experience in conducting social research (minimum two years both public and private sector). Good Knowledge and Understanding of the FMPPI, MTEF, MTSF and PI Frameworks and other relevant prescripts of programme, proven ability to produce quality assured work and manage deadlines. Proven experience of analysing performance information for alignment and verification. Report Writing skills and quantitative and qualitative analysis. Knowledge and understanding of policies, Mandates, priorities, objectives and the District Service Delivery Model. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research, analytical capability. A valid driver's licence is a Must. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Communication, Honesty and integrity. Attributes: Good communication and presentation skills. Good Stakeholder liaison, coordination and problem-solving skills, good computer skills. Good interpersonal Skills, ability to do work under pressure, long hours as well as travelling for extended periods.

DUTIES : Facilitate effective monitoring and evaluation of departmental annual performance as per stakeholder and Treasury Guidelines/Requirements, Collect, analyse reporting data on inputs, activities, outputs, outcomes and impacts as well as external factors, in a way that supports effective management on a continuous basis using monthly reports to identify major areas/key information points requiring attention/developments, Monitor and analyse (statistical and non-statistical) Departmental Programme Performance on monthly and annual basis, Coordinate and develop the Departmental Annual Report and or Mid-Term Review report and or 5 Year Review Report, Design and Conduct Evaluation studies/ reviews on Departmental programmes and assess the impact and sustainability of programmes as per Provincial and Treasury Guidelines/Requirements, Departmental Evaluation Planning (Development of departmental 3 year evaluation plans), Evaluation of the Human Settlements Conditional Grant Report, Generate, customise and communicate reports/findings to relevant stakeholders and coordinate the implementation of recommendations from various M&E reports, Effectively conduct project-level monitoring of selected projects, Monitoring and

Analysis of Departmental Programme Performance and sector priorities, Management of the Business unit.
ENQUIRIES : Ms M Tshabalala Tel No: (063) 691 4046
APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 23/100 : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/006530**

SALARY : R1 057 326 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus NQF 7 Qualification Financial Accounting/Accounting/ Financial Management. Minimum of 5 – 10 years' experience in middle management. Knowledge of Promotion of Access to Information Act of 2000. Possession of SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedure. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Communication. Honesty and Integrity. Attributes: Ability to work independently and as team player, Professional, maintain high level of confidentiality, ability to work under pressure and quality driven.

DUTIES : Undertake financial planning, budgeting and reporting work as requires. Manage the roll-over, adjustment estimates (ENE), and virement process. Manage the performance of the Financial Administration and Accounting Services Operational/work plan including people management.

ENQUIRIES : Ms A Mogaswa Tel No: (072) 313 8052
APPLICATIONS : Please apply online at www.gautengonline.gov.za

OFFICE OF THE PREMIER

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. Females and white candidates are encouraged to apply.

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntomi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 16 October 2020
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test 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). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies

using the mandated DPSA SMS competency assessment tools. NB. Requirement for all posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the 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/training-course/sms-pre-entry-programme>. Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 23/101** : **CHIEF DIRECTOR: SERVICE DELIVERY INTERVENTION REF NO: 006512**
Branch: Institutionnel Développement Support & Integrity Management
- SALARY** : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric and NQF Level 7 in Public Management, Business Administration or relevant qualification. A minimum of 5-10 years Senior Management experience and be fully conversant with the structure and operations of the Public sector. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development. Demonstrable experience in management at an executive level. Knowledge and understanding of government priorities. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills, research and policy analysis skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks. Ability to work under pressure and willingness to work long hours.
- DUTIES** : Develop support mechanisms and strategies to enable the uniform establishment and roll out of service response centres (physical war rooms) and service response teams (organisational structures and people) at Metro/District, region/local and ward levels by municipalities and the establishment of war room customer walk-in centres by provincial departments across Gauteng City Region. Monitor and oversee the proper functioning of all service response centres and service response teams at ward level and of war room customer care centres at department level and develop intervention mechanisms where performance is unsatisfactory. Establish and manage effective communication channels and reporting mechanisms between the central war room, municipalities and provincial departments as regards the war room network. Manage the activities and functioning of the War Room Provincial Task Team to ensure it carries out its mandate of central planning, implementation and coordination of the service delivery war room network and its functioning. Manage the rapid response teams and central information centre network to ensure monitoring and coordination of service delivery protests through predictive analysis, geo location of beneficiaries, integration of community development workers onto the CRM system. Manage and coordinate the planning, execution and evaluation of the Ntirhisano Community Outreach Programme. Manage the various channels available for residents to submit petitions together with the mechanisms for providing feedback. Implement and monitor the effectiveness of streamlined efforts and cooperation in responding to service delivery crises and protests and their ability to pro-actively manage and neutralise these potential threats. Manage and Build the Relationship between the Gauteng City Region entities to ensure that resolution of queries is done within agreed turnaround times and that all escalated service delivery issues are resolved.
- ENQUIRIES** : Ms Sylvia Mtshali, Tel No: (011) 355 6280
- POST 23/102** : **DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 006488**
Branch: Institutional Development Support and Intergrity Management
- SALARY** : R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) in Law (Buiris, Bproc and or LLB) or Commerce. 5-10 years relevant functional experience in the middle management position with proven managerial skills. 8 or more years of experience in the Forensic investigations or law enforcement specializing in commercial crimes. ACFE qualification; Ethics Certification. Valid driver's license. Key Competencies: An energetic, motivated and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural

planning. An individual with strong leadership and communications skills; effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. An innovative and resourceful results – orientated person, with extensive negotiations, managerial and motivational skills, with proven ability to liaise with ease at various levels and to work proactively and under pressure. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. A perceptive and supportive communicator who leads by example and encourages cohesion and commitment through the identification and development of potential. An Individual with extensive experience in forensic investigation and with commitment in eradicating fraud and corruption through Gauteng Provincial Government.

- DUTIES** : Develop guidelines, policies and procedures for conducting of investigations in Gauteng Provincial Government. In accordance with the aforementioned guidelines, policies and procedures, with the assistance of a team of professionals, undertake and coordinate, as appropriate, investigations of potential fraud, corruption, maladministration, misappropriation and financial mismanagement throughout Gauteng provincial Government. Apply and ensure objectivity, impartiality and fairness throughout investigative process in accordance with generally recognized investigation standards. Promote Integrity in accordance with Gauteng provincial government integrity framework and Code of conduct.
- ENQUIRIES** : Ms Phelisa Khuzwayo Tel No: (011) 355 6730

OTHER POSTS

- POST 23/103** : **DEPUTY DIRECTOR: EXECUTIVE COUNCIL SERVICES REF NO: 006489**
Branch: Executive Support and Stakeholder Management

- SALARY** : R733 257 – R863 748 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Public Policy Administration, Public Administration and/or Business Administration. Relevant 3 - 4 years' experience in a Junior Management post. A computer literate, seasoned professional writer and reviewer. An understanding of Administrative and Executive Council or Cabinet systems. Excellent planning and organising skills. Good interpersonal; critical thinking, verbal and written communication skills. Ability to multi-task and work independently; coordinate and support meetings via virtual platforms. Availability to work outside of official working hours, as and when required.

- DUTIES** : Plan, co-ordinate and manage end to end in-person and virtual meeting business processes to support Executive Council meetings, including the management of professionally prepared documents, apply quick turnaround times on electronic workflows while ensuring security of classified Government Information Maintain and manage the restricted access protocols to virtual meeting rooms; address deviations and facilitate professional virtual meeting etiquette. Undertake the archiving and retrieval of meeting records. Circulate and track the implementation of Executive Council and its Sub-Committee resolutions Compile and facilitate the approval of quarterly Registers of Resolutions. Undertake professional minute writing and review of meeting discussion documents from input to adoption phase. Professional report writing; ability to draft official and diplomatic correspondence as and when required. Provide administrative and technical support to meetings in the Executive Council System and support capacity building training programmes. Collaborate with teams on cross-functional areas as well as with other spheres of government and officials in Departments. Lead discussions on the requirements of Cabinet memoranda submissions. Lead the development of cluster/ sector related annual schedule of meetings. Coordinate the receipt of cabinet memoranda in line with the province's strategic priorities and approved formats. Undertake ad-hoc desktop research in support of the analysis of the external environment and its impact on the Executive Council System; Compile Executive Council memoranda on innovations to the Executive Council System.

- ENQUIRIES** : Ms Zandile Ntshalintshali Tel No: (011) 355 6427
NOTE : Applicants for this post may emailed their CV's to: recruitment.premier@gauteng.gov.za

- POST 23/104** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 006490**
Directorate: Financial Accounting Services

- SALARY** : R733 257 – R 863 748 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree in Financial Accounting, Completed Articles, 3 - 5 years junior management experience in the Financial Reporting field. A good understanding of PFMA, Treasury Regulations, National and Provincial Treasury Instruction Notes,

Division of Revenue Act, Public Service Act/ Regulations, Peral, BAS, Logis Functionalities, Departmental Policies and SOP's. Technical Knowledge and Skill in Financial Accounting, People Management, Time Management, Decision Making, Planning, Organising, Conflict Management, Good written and verbal communication, Strong Leadership, Innovative, Creativity, Problem Solving, Presentation, Interpersonal Relations, Computer Literacy, Project Management, Change Management. Valid Driver's License.

DUTIES

: Prepare Annual Financial Statements (including interim statements) and Annual Report input: Draft a work plan for the office in line with the guideline and timelines as provided by National Treasury and Gauteng Provincial Treasury, Provide draft and final Financial Statements to supervisor/ management for review and input, Provide draft and final Financial Statements to Gauteng Provincial Treasury and Auditor General, Compile and provide information to Directorate Corporate Communication for inclusion of financial part, Obtain reports from Auditor General and Audit Committee and forward to Dir Corp Comm for inclusion, Obtain ISBN no from National Treasury Printers for Dir Corp Comm for printing of Annual Report, Ensure that the AFS are properly aligned in the Annual Report before printing, Obtain copies of Annual Report for distribution as per guideline provided by Auditor General (Dir Corp Comm distribute part of list), Handle and respond to Auditor General queries. Manage the provision of effective and efficient creditor management services: Ensure that all invoices received are consolidated, manage monthly payment of utility bills and leases, manage recording of payment source documents; Ensure invoices and SRIs are submitted to expenditure timeously for payment processing, Manage payment of invoices. Manage the provision of effective and efficient administration of payments, Check and approve payment as per delegations; Monitor processing of all payments, Investigate all invoices older than 15 and 30 days and ensure appropriate action taken, Ensure timely provision of reports to Head Office for preparation of AFS and IFS such as accruals and commitment reports, for disclosure; Manage and report on a monthly basis all irregular, unauthorized, fruitless and wasteful expenditure; Ensure timeous verification, processing and recording of all S&T claims and submit to voucher control; Ensure document control is printed, batched and submitted to voucher control. Provide accurate and effective voucher control and loss control services. Voucher control: Ensure that voucher room is compliant with Treasury practice notes; Manage reconciliation of vouchers with all transactions in the payment register; Manage access and voucher retrieval to voucher control is limited to the responsible officials only; Ensure completeness of vouchers forwarded to voucher control by cross checking to the BAS document control report. Loss control: Provide support during audit query process; Ensure all reported losses are recorded and an adequately completed file is opened; Ensure timeous provision of salary related supporting documents to clear suspense accounts; Manage investigation of discrepancies and uncollected payrolls and reports, Provide inputs to policies and strategies aimed at improving service delivery: Conduct research to develop best practice; Analyse and interpret legislation and existing frameworks, Ensure the review and development of effective policies, Provide advice and guidance regarding the interpretation and application of policies. Manage resources of the Sub Directorate Activities.

ENQUIRIES

: Ms Confidence Nhleko Tel No: (011) 355 6045

POST 23/105

: **DEPUTY DIRECTOR: PROTOCOL REF NO: 006491**
Directorate: Development Communication

SALARY

: R733 257 – R 863 748 per annum (all-inclusive remuneration package)

CENTRE

: Johannesburg

REQUIREMENTS

: 3 - 4-year tertiary qualification in Communications or Public Relations or related field. 5 Years' experience and knowledge of community development, event management, development communication, public advocacy, public relations, protocol services and corporate social investment. Knowledge of public policies and social affairs. Strong leadership capabilities, client orientation and ability to innovate. Knowledge of communications strategy, policy and legislative framework in the Public sector. 3 - 5 years Management experience. Knowledge of Departmental communication strategy, policy and processes. Human Resources, Financial Management, interpersonal skills project management and writing skills.

DUTIES

: Develop GPG protocol framework. Coordinate protocol services for Premier and Executive Council. Advise and render protocol support for GPG activities and or events. Conduct environmental scan on the site. Prepare a report on environmental issues and the profile of the area. Identify protocol training needs, coordinate GPG protocol training manual, design and implement GPG annual protocol training programme. Design GPG stakeholders' programme. Draw action plan and budget for stakeholders' events. Coordinate logistics on the day. Write

reports on the event. Follow up issues arising from stakeholder events. Development and implementation of stakeholder relations and public participation strategies in ensuring direct interaction between government and targeted stakeholders and the public. Manage research and information gathering for communication purposes. Manage and communicate government policies and program of action to communities. Management and liaison of all spheres of government with the implementation of government programs, networking sessions and outreach programs.

ENQUIRIES : Mr Tshepo Rasego, Tel No: (011) 355 6450

POST 23/106 : **ASSISTANT DIRECTOR EXECUTIVE COUNCIL SERVICES REF NO: 006510**
Branch: Executive Support and Stakeholder Management

SALARY : R376 596 – R443 601 per annum (Plus Benefits)
CENTRE : Johannesburg

REQUIREMENTS : An NQF level 6/ NQF Level 7 qualification in Public Policy Administration, Public Administration and / or Business Administration. Relevant 3 - 4 years' experience in a Secretariat, Executive Support/ Professional writing environment. Experience in a Public Sector Environment will be advantageous. A computer literate, seasoned professional writer. An understanding of Administrative and Executive Council or Cabinet systems. Excellent planning and organising skills. Good interpersonal; critical thinking, verbal and written communication skills. Ability to multi-task and work independently; coordinate and support in person meetings and via virtual platforms. Availability to work outside of official working hours, as and when required.

DUTIES : Plan, co-ordinate and manage end to end in-person and virtual meeting business processes to support Executive Council meetings, including the management of professionally prepared documents, apply quick turnaround times on electronic workflows while ensuring security of classified Government Information. Maintain and manage the restricted access protocols to virtual meeting rooms; address deviations and facilitate professional virtual meeting etiquette. Undertake the archiving and retrieval of meeting records. Circulate and track the implementation of Executive Council and its Sub-Committee resolutions. Compile and facilitate the approval of quarterly Registers of Resolutions. Undertake professional minute writing and review of meeting discussion documents from input to adoption phase. Professional report writing; ability to draft official and diplomatic correspondence as and when required. Provide administrative and technical support to meetings in the Executive Council System and support capacity building training programmes. Collaborate with teams on cross-functional areas as well as with other spheres of government and officials in Departments. Lead discussions on the requirements of Cabinet memoranda submissions. Develop Cluster/ Sector related annual schedule of meetings. Coordinate the receipt of cabinet memoranda in line with the province's strategic priorities and approved formats. Undertake ad-hoc desktop research in support of the analysis of the external environment and its impact on the Executive Council System; Compile Executive Council memoranda on innovations to the Executive Council System.

ENQUIRIES : Ms Ongeziwe Tshaka Tel No: (011) 355 6450