

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

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. 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.

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| <u>APPLICATIONS</u> | : | All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ Private Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za |
| <u>FOR ATTENTION</u> | : | Mr. Themba Psungo, Human Resources |
| <u>CLOSING DATE</u> | : | 27 November 2020 |
| <u>NOTE</u> | : | Manual 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. |

MANAGEMENT ECHELON

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| <u>POST 26/181</u> | : | <u>DEPUTY DIRECTOR GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/007077</u> (5 Year Fixed-Term Employment Contract) Branch: Information Communication Technology |
| <u>SALARY</u> | : | R1 521 591 - R1 714 074 per annum (Level 15) (all Inclusive remuneration package) |
| <u>CENTRE REQUIREMENTS</u> | : | Johannesburg An appropriate B. Com (Information Technology), B.Sc. (Computer Science), or elated Information Technology qualification. 6 – 10 years 'experience in a Senior Management position ideally managing an IT Service Unit. Experience in managing and developing employees. Large scale. Project Management experience. Extensive experience in a volume driven. Processing Centre environment will be an advantage. Person Profile: Excellent time management, report writing, communication Skills, legislative. Good customer relations skills, management skills, analytical and solution orientated. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ |
| <u>DUTIES</u> | : | Rollout GPG broadband network (GBN) to promote service delivery efficiencies and connectivity in the GPG offices, facilities and communities. Facilitate the development of an ICT economy in the province that leverages off the GBN. Ensure coordination, regulation and |

compliance of all ICT related activity and investment in GPG. Create an enabling environment and systems for sound corporate governance of ICT in GPG. Re-engineer and transform back office processes and improve frontline service delivery. Promote the use of e-Government services to business, government and citizens. Support radical economic transformation in the province. Establish partnerships with the private sector. Facilitate the innovation of entrepreneurial projects. Develop and implement an omni channel CRM strategy. Implement an e-government model including policies, regulations, standards and guidelines to sponsor and drive the implementation of Gauteng City Region GCR. Provide strategic direction on the implementation of infrastructure and applications. Consolidate all GPG computing infrastructure into one data centre with disaster recovery capability. To deliver e-services

ENQUIRIES

:

Mr. Errol Ogle, Tel. No: (011) 689 6861

POST 26/182

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CHIEF DIRECTOR: COMMUNICATIONS REF NO: REFS/007079
 (5 Year Fixed - Term Employment Contract)
 Chief Directorate: Communications

SALARY
CENTRE
REQUIREMENTS

:

R1 251 183 per annum (Level 14) (all-inclusive salary package)
 Johannesburg
 A SAQA recognised NQF 7 qualification in Communications/ Linguistics/Public Relations or related discipline. 5 years' experience in Communications at a Senior Managerial (Director) level. Knowledge of Media Regulations, Procedures, Public Service Policies, Regulations, and Acts, PFMA. Proven knowledge and experience of policy development and events management, Knowledge of report and speech writing. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES

:

Develop and implement a communications framework and strategy for e-GOV. Develop and implement a monitoring process for frequent update and review of the communication strategy, Facilitate the development and maintenance of an effective communication linkage with the relevant internal and external stakeholders. Consolidate and manage corporate communications within the department. Consolidate and strengthen external communication of the department. Implement and manage the GPG Media Centre. Implement a marketing, advertising and Public Relations strategy, Media Management: Provide advice on media patterns and formulate plans of action, Develop and implement a media protocol strategy, Analyse media operations and provide norms and standards pertaining to actions of engagement for the department, Initiate media workshops, conferences, briefings and events related to the Department Manage the human and financial resources of the Communications unit. Advise the MEC, HOD and the department broadly on communication and media liaison. Manage departmental events, strategy and media. Represent the Gauteng Department of e-Government in the provincial communication forum. Monitoring and liaison with media. Define and review on a continual basis the purpose, objectives, priorities and activities of the business unit. Participation in the organisational and Business unit's strategic planning process. Active involvement in the development and management of the strategic and business plans for the Corporate Management Business Unit. Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. To report to the HOD on a regular basis on the activities of the Business unit and on matters of substantial importance to the Administration. Active participation in the budgeting process at Executive and Business unit levels. Preparing of the Annual and Adjustment Budgets for the Business Unit. Direct responsibility for the efficient, economic and effective control and management of the Business unit's budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of

purchases for the Business unit. Reporting to the Chief Financial Officer on all aspects of the Communications Business Unit's finances. Motivate, train and guide staff within the Communications Business Unit, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Unit. Monitor information capacity building within the Unit.

ENQUIRIES : Mr. Errol Ogle Tel No: (011) 689 6861

POST 26/183 : **CHIEF DIRECTOR: BUSINESS ALIGNMENT REF NO: REFS/007078**
(5 Year Fixed - Term Employment Contract)
Branch: ICT

SALARY : R1 251 183 per annum (Level 14) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor's Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years' experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years' experience in project management Strong knowledge and experience of high-level IT business architecture. Experience within government service will be an advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit:
<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units' strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme's mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.

ENQUIRIES : Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 26/184 : **DEPUTY DIRECTOR: DESKTOP SUPPORT REF NO: REFS/007286**
Directorate: ICT Operations

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma (Information Technology), (NQF Level 6) or related Information Technology qualification. At least 3 – 5 years' experience in desktop support or related environment Microsoft Certified System Engineer/Administrator, ITIL Foundation Certificate, Project Co-ordination and Project Management will be advantageous.

- DUTIES** : Manage and perform supervisory duties on a daily basis for the IT Desktop Support Team and ensuring procedures and processes are adhered to. Ensure adequate staffing levels are maintained within the Desktop Support teams at all times. Ensure targets outlined by the SLA and KPI's are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major system outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues and escalate the to IT Service Delivery Manager. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain and upgrade desktop hardware and software applications. Assist Users in choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers.
- ENQUIRIES** : Ms. Portia Makotwane Tel No: (011) 689 8898
- POST 26/185** : **ASSISTANT DIRECTOR: LAB AND R&D REF NO: REFS/007287**
Directorate: Change Control
- SALARY** : R470 040 per annum (Level 10) (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a 3-year relevant degree/diploma or related Information Technology qualification. At least 2 - 3 years' experience in IT LAB and Research & Development. ITIL Foundation, MCSE will be advantageous.
- DUTIES** : Managing network taps and server capacity and configurations. Managing hardware and software configurations and updates. Manage hardware and software infrastructure in LAB. Testing of current & new applications and systems prior rollout to production. Liaise with business in the delivery of ICT services. Management of ICT policies and procedures for LAB. Maintaining lab documentation (such as lab descriptions, diagrams, and processes). Implementing a preventative maintenance program for equipment. Directs and administers the Laboratory Operations testing area processes to meet operation testing targets. Develops and maintains controls and procedures to ensure that the Laboratory Operations testing process runs efficiently. Ensures that Laboratory Operations staff can recover the testing environment to its prescribed state after the introduction and testing of ICT elements. Maintains the Laboratory ICT infrastructure elements in a manner that reflects the live environment of the E-GOV and GCR. Plans and personally conducts the installation of computer hardware/software/network and liaises regularly with internal, supplier and vendor staff to ensure adequate support is provided. Ensures that the physical environment is maintained and secure according to E-GOV and GCR requirements and ICTSS needs, while ensuring accessibility and availability at all times. Ensures that the new production systems meet the agreed operability criteria for live running prior to release from the Laboratory environment. Ensures that the IT Operations and IT Infrastructure Managers are provided with regular feedback on the Laboratory Operations performance. Ensures that all contractual documentation relevant to maintenance contracts is complete. Work with the Solutions Architect and R&D Lead to investigate and recommend improvements in the facility through introduction of new technologies and

solutions. Is required to stay abreast of technologies and IT trends by achieving and maintaining vendor certifications represented in the LAB facility. Ensures that the LAB system resources are kept in good working order. Ensure all new hardware standards are regression tested and published. Patch management. Management reports. Project Management. Implement and maintain information security requirements. Developing and implementing research and development procedures and techniques. Helping senior management and internal clients to understand the results and implications of research and development initiatives. Advises on the appropriate solutions to complex product design and development problems. Creates and introduces new techniques that expedite or simplify the development process.

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

POST 26/186 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: REFS/007290**
Directorate: Internal Risk Management

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a three-year National Diploma/B Degree in Risk Management/Public administration/Public Management/Commerce/Auditing. 2 – 3 years' relevant experience in a Risk Management/Audit environment or ICT environment. Knowledge of government procedures and practices, Risk Management Principles and Practices. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations.

DUTIES : Provide inputs into the Risk Management Framework. Facilitate the risk assessments for each Business Unit and update the risk register quarterly. Obtain evidence for control assessments and progress on action plans on a monthly basis. Obtain and collate feedback from Senior Managers on updates to the risk registers and progress of action plans. Conduct BIA's and update the BCP. Co-ordinate BCP tests. Facilitate and co-ordinate all training sessions. Follow-up on internal and external audit implementation plans. Gather risk information for reporting to business units and governance structures.

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

POST 26/187 : **ASSISTANT DIRECTOR: EMPLOYEE EXITS REF NO: REFS/007291**
Directorate: Employee Exits

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant National Diploma/Degree with 2-3 years' experience in HR and working on Persal. Computer literacy. Basic termination experience.

DUTIES : Administer termination of services, leave gratuity/discounting and service bonus and pension withdrawal for the Gauteng Provincial Government (GPG). Ensure compliance and give advice on legislation and regulations governing termination of service and pension benefits (Public Service Regulations (PSR/ Acts. Manage relations with all stakeholders. Resolve complex and sensitive termination on the cases. Lead, manage, support and mentor HR Termination Practitioners. Manage performance of the team. Ensure compliance with SLA's by the team. Enforce quality improvements in the performance processes & services. Generate management reports for GPG Departments on SLA achievement for terminations, Leave Gratuity and Discounting and Pension Withdrawals. Conduct training on employee exits processes to GPG employees and potential Retirees. Administer and manage the exit interview reports to GPG Departments. Perform any other additional responsibilities as allocated by the manager.

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

POST 26/188 : **ASSISTANT DIRECTOR- SKILLS DEVELOPMENT FACILITATOR REF NO: REFS/007292**
Directorate: Human Resource Management

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a relevant 3-year Degree/Diploma in Education, Training, and Development or equivalent. At least 2-3 years' experience in Human Resource Development related to the duties specified below.

DUTIES : Provide strategic direction, operational leadership, and mentorship to the skills development environment. Ensure compliance to and the incorporation of all relevant legislations, strategies, and policies. Ensure the incorporation in terms of the Sector Skills Plans into the organisational skills plans. Provide leadership in terms of the Skills development facilitation this includes compliance with the SDF requirements. Apply the Batho Pele principles. Maintain an integrated system of all data required for the effective management of skills development. Performance manage the skills development team. Establish, manage, and maintain good working and effective relations with business units. Assist with the performance management function.

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

POST 26/189 : **ASSISTANT DIRECTOR: NETWORK ADMINISTRATOR REF NO: REFS/007293**
Directorate: Broadband Connectivity (All Clusters)

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF 6 Information Technology qualification or related IT qualification. At least 2 - 3 years' experience in LAN, WAN management & support.

DUTIES : Manage the IMACD (Installation, Moves, Additions, Cancellations, Deletions) process for the Broadband Network. Compilation and distribution of Network reports for the Broadband Network (Including uptime, usage and billing). Updating of calls logged on the Call Management System. GBN IMACD Process. Manage application process for new Broadband connectivity requests. Maintaining of Site Database including contact details, addresses, GPS. Compiling of usage report, site availability reports, billing reports. Maintain fault database to feed into Knowledge base. Update and distribute calls logged on the Call Management System. Communicate changes to Upper Levels. Attending to calls logged on the Call Management System.

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

POST 26/190 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION (SMS) REF NO: REFS/007294**
Directorate: Human Resource Administration

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant HR National Diploma / Degree or relevant with 2 - 3 years in Human Resources Administration experience. Working knowledge of Persal transversal system. Knowledge and experience in SMS/MMS Dispensations. Knowledge of legislations and prescripts pertaining to SMS/MMS appointments.

DUTIES : Ensure effective processing of all GPG Department's appointments and conditions of services of MMS/SMS members. Quality assurance of appointments and conditions of service of Senior Practitioners. Ensure accuracy of Persal transactions. Manage the operational execution of service level agreements. Manage the effective utilisation of resources in the sub-unit. Quality assurance of SMS/MMS processes. Conduct

performance management contracts and reviews of all Senior Practitioners. Mentor and support subordinates. Provide monthly reports to management. Maintain good customer relations.
Ms. Sithembile Buthelezi Tel No: (011) 689 6527

ENQUIRIES

POST 26/191

PROJECT ADMINISTRATOR REF NO: REFS/007295
Directorate: Programme Management Office

SALARY
CENTRE
REQUIREMENTS

R316 791 per annum (Level 08) (plus benefits)
Johannesburg
Matric plus a National Diploma/Degree in Office and Project Management / Business Administration or relevant. A minimum of 2 - 3 years project administration experience within the Information Technology environment. Experience within government service will be an advantage.

DUTIES

Provide overall administrative responsibility for the programme office. Provide administrative and project support for various project teams, project members, and various management committees. This includes the planning, organising and co-ordinating of various administrative functions. Communication with all stakeholders when necessary. Monitor and track project and management related queries. Plan organise and co-ordinate various events for the programme office. Expertise in specialist tools and technics is provided (e.g. planning tools, risk tools and methodologies).

ENQUIRIES

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

POST 26/192

PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/007296 (X3 POSTS)
Directorate: Human Resources Administration

SALARY
CENTRE
REQUIREMENTS

R257 508 per annum (Level 07) (plus benefits)
Johannesburg
Matric plus HR or related National Diploma/ Degree with 1-2 years HR transactional experience. Knowledge of public sector environment and transversal systems.

DUTIES

Check/ Verify completeness of HR Administration applications/requests from Departments and capture on PERSAL, timeously and accurately. Identify HR administration problems, gaps and needs to be investigated and proposed corrective measures. Give advice on HR Administration matters pertaining to the application of Public Service Regulations (PSR) Act. Resolve HR Administration problems and queries.

ENQUIRIES

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

POST 26/193

PRACTITIONER: PAYROLL SERVICES REF NO: REFS/007297 (X5 POSTS)
Directorate: Payroll Services

SALARY
CENTRE
REQUIREMENTS

R208 584 per annum (Level 06) (plus benefits)
Johannesburg
Matric plus National Diploma/Degree in HR with 1-2 years' experience in HR environment. Knowledge and Experience of Persal and BAS system would be added advantage. Financial background. Payment of allowances.

DUTIES

Salary amendments administration. In service debt administration. Benefit amendments administration. Bank details amendment. Query handling. Termination administration. Transfer administration. Employee tax amendments administration on termination/transfer. Salary amendments administration. In service debt administration. Benefit amendments administration. Query handling.

ENQUIRIES

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

POST 26/194 : **FILING CLERK: PAYROLL SERVICES REF NO: REFS/007299**
 Directorate: Payroll Services

SALARY : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 certificate plus 1 year' experience in filing. Previous government working experience and knowledge of BAS/SAP/Dept pack/ PERSAL system will be an added advantage. Excellent customer service is necessary. Good Communication skills. Good Office Administration skills (Written and verbal. The incumbent must be able to work under pressure.

DUTIES : Receiving and filing of salary mandates and court orders. Checking with Team leaders to verify if the batch has been approved. Assist Auditor by drawing files for auditing. Retrieve documents requested by Salary Administration staff. Retrieve documents requested by Auditors/Entities etc. Provide copies of original documents. Scanning documents received from DMC for processing. Scanning out processed documents with PERSAL Transaction details on Doc-track. Sorting and returning of processed payroll documents to GPG entities

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

DEPARTMENT OF HEALTH

OTHER POSTS

POST 26/195 : **HEAD OF CLINICAL UNIT REF NO: HOU- INT-MED-01/TMRH (X1 POST)**
 Directorate: Internal Medicine

SALARY : Grade 1: R1 728 807 – R1 834 890 per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.Med Internal Medicine) and / or Fellowship of the college of Surgeons of South Africa-FCS (SA). A recognized diploma or sub- specialty in a branch of Internal Medicine will be an advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in Internal Medicine is mandatory.

DUTIES : Clinical leadership of Thelle Mogoerane Regional Hospital Internal Medicine Unit or Department implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit. Responsible for training and guidance of Medical Officers, Medical Interns, Community Service Doctors, undergraduate and post graduate students and other health professionals. Ensure compliance to National Core Standards and / or Ideal Hospital Standards regarding to the Internal Medicine Unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirements. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.

ENQUIRIES : Dr BJ Kandamo Tel No: (011) 891 0268

- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451. Or email to: TMRH.Vacancies@gauteng.gov.za.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost .Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months) Applicants must indicate the post reference number on their applications Failure to submit the required documents will result in the application not being considered Qualifications of candidates recommended for appointment will be verified Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records Applications received after closing date will not be accepted The Department reserves the right to not make an appointment/fill the post Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference Please Note: The Public Service does not charge any fees for applying for posts. TMRH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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** : 04 December 2020
- POST 26/196** : **CLINICAL MANAGER GRADE 1 REF NO: CLIN-MAN-01/TMRH (X2 POSTS)**
Directorate: Medical
- SALARY** : R1 173 900 – R1 302 849 per annum (plus benefits)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2020-2021). A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.
- DUTIES** : Responsible for the leadership and management of the delivery of clinical services to patients referred to Thelle Mogoerane Regional Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive

management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Thelle Mogoerane Regional Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

**ENQUIRIES
APPLICATIONS**

: Dr M.M. Malaka Tel No: (011) 891 7318
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451, or email to: TMRH.Vacancies@gauteng.gov.za.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months) Applicants must indicate the post reference number on their applications Failure to submit the required documents will result in the application not being considered Qualifications of candidates recommended for appointment will be verified Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records Applications received after closing date will not be accepted The Department reserves the right to not make an appointment/fill the post Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference Please Note: The Public Service does not charge any fees for applying for posts. TMRH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. The department. People with disability are encouraged to apply.

CLOSING DATE

: 04 December 2020

POST 26/197

: **MEDICAL SPECIALIST GRADE 1 REF NO: EHD2020/11/01 (X2 POSTS)**

Directorate: Family Medicine

SALARY

: Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)

**CENTRE
REQUIREMENTS**

: Ekurhuleni Health District
 : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Less than 5 year appropriate experience as a medical Specialist. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMedfammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as

a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.

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

ENQUIRIES : Dr S Agbo Tel No: (011) 878 8548 / Cell: 079 877 4845
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 27 November 2020

POST 26/198 : **SPECIALIST ORTHOPAEDICS SURGEON GRADE 1 REF NO: REFS/007270 (X1 POST)**
Directorate: Orthopaedics

SALARY : R1 106 040 per annum (per annum plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Registration as a Medical Specialist (MBChB) with the HPCSA. Candidate should have a qualification equivalent to [FC Ortho (SA)] and MMed. Experience in foot & ankle surgery will be an added advantage. Commuted overtime is compulsory.

DUTIES : Clinical management of Orthopaedic patients as a Consultant at Helen Joseph / Rahima Moosa Hospital Complex. Do post intake and follow-up ward rounds and supervising registrars, medical officers, interns and nursing staff rotating in Orthopaedics. Managing patients attending Outpatient Department clinic. Participating in the academic duties of the Wits Department of Orthopaedics. Teaching, training and supervising undergraduate medical and postgraduate students (registrars) in the discipline of Orthopaedic Research. Outreach to facilities / services in the catchment areas. Participate in the multidisciplinary team. Participate in

management committees in Helen Joseph Hospital. Note: The successful candidate should be aware of the fact the Orthopaedic Department, at Helen Joseph / Rahima Moosa Hospital work as one unit and he or she may be required to render a service at Rahima Moosa Hospital.

ENQUIRIES : Dr A Younus (Orthopaedics Department) Tel No: (011) 489 0636 Ester Visagie @ email address: ester.visagie@wits.ac.za

APPLICATIONS : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

CLOSING DATE : 27 November 2020

POST 26/199 : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH: 334 (X1 POST)**

Directorate: Nursing: Medicine and Psychiatry

This is a re-advertisement and applications who previously applied are encouraged to re-apply

SALARY : R949 482 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Administration obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. A valid driver's license will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level (as an Assistant Manager). Competencies: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure.

DUTIES : Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education

and In-service Education and compliance to nursing practice. Ensure advocacy for the patients, nursing ethos and professionalism Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Realization of ideal hospital. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final)

**ENQUIRIES
APPLICATIONS**

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE

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

CLOSING DATE

: 04 December 2020

POST 26/200

: **SUPERVISOR PHARMACY REF NO: SP/CMJAH/2020**
Directorate: Pharmacy Department

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R821 205 per annum
: Charlotte Maxeke Johannesburg Academic Hospital
: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 4 years' appropriate experience after registration as Pharmacist.

DUTIES

: Unit manager within the Pharmacy. Supervision of in-patients and Out-patients sections of the Pharmacy, including all the satellites of the pharmacy. Perform duties assigned by management. Deputize for the managers when necessary. Be self -motivated. Ability to act with tact and discretion. Ability to work as a member for a multidisciplinary team. Be involved with continuous improvement projects to address service delivery challenges (. i.e. CCMDD, Rx Solution, Lean System). Supervision of work teams in the pharmacy. Gather and analyse statistical data for forward planning. Registered as a tutor for training. Prepare relevant reports. Prepared to work after hours when required. Evaluation of the patient's medicine -related needs by determining the indication, safety and effectiveness of the therapy. Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine.

Furnishing of information and advice to any person with regards to the use of the medicine. Ensure adherence to hospital and provincial drug formularies, PFMA, Ideal hospital framework, budget control and avoid wasteful and fruitless expenditure. Comply with the Standard Operating Procedures and statutory regulations such as the GGP, GMP and PFMA incl. Cost containment, provide comprehensive patient counselling and liaise with medical /nursing staff on patient problem regarding in appropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in registers, monitoring adherence and appropriate use of chronic. Ensure thermo-labile products are stored and handled according to manufacturer's recommendations. Consulting medical offers to ensure compliance of standards treatment guidelines and EML. Provide in-house training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicine according to formulae. Compliance to SOP's. Mentoring and tutoring of Interns and Pharmacist Assistants. Supervising pharmacist assistants on dispensing activities. Placing orders and follow up on back orders. Supervising pharmacist assistants on stock orders receiving, and storage procedures. Promote Public Health. Conduct cyclic and bi-annual stock counts. Comply with the six ministerial quality priorities and Batho Pele Principles. Ensure safe keeping and security of stock, preventing losses, theft and expiring stock. The provision of extended hours, and on-call services according to the needs of the institution. Perform any other duty within the scope of practise. Compliance to ideal hospital framework and the NHI as applicable to Pharmacy. Ensure that section 21 medicines procedures are followed properly by health professionals and schedule 6 drug register is balanced after every issue and quarterly as per regulations governing prescriptions. Good written and communication skills, supervisory, planning and organizing skills. Support the Pharmacy managers in effective administration of the pharmacy.

ENQUIRIES
APPLICATIONS

: Ms O.I Ubogu Tel No: (011) 488 3225
: Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply.

CLOSING DATE

27 November 2020

POST 26/201

: **MEDICAL OFFICER GRADE 1 REF NO: EHD2020/11/02 (X8 POSTS)**
(Contract for 3 Months)
Directorate: Family Medicine

SALARY

: Grade 1: R821 205 – R884 670 per annum (All-inclusive remunerative package)

CENTRE
REQUIREMENTS

: Ekurhuleni Health District
: MBBCH or equivalent and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree is an advantage. Grade 1: Less than 5 years relevant experience as a Medical

Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.

DUTIES

: Support Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES
APPLICATIONS**

: Dr. S. Agbo Tel No: 011 878 8548 / Cell: 079 877 4845
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 27 November 2020

POST 26/202

: **MEDICAL OFFICER REF NO: REFS/007271 (X2 POSTS)**
Directorate: Emergency Department

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 per annum plus benefits
: Helen Joseph Hospital
: Basic medical degree (MBBCh or equivalent) that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner by Jan 2021. Proof of current registration is essential. Grade 1: No experience required after registration as Medical Practitioner with the HPCSA. Evidence of interest in acute and emergency care is advantageous. Good interpersonal, communication and computer skills. Independent and effective decision-making. ATLS/ACLS/APLS/PALS certificates will be advantageous. Diploma in Primary Emergency Care (DipPEC) and emergency ultrasound accreditation also advantageous. Commuted overtime is mandatory.

DUTIES : Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.

ENQUIRIES APPLICATIONS : Dr P Saffy or Dr L Chadinha Tel No: (011) 489 1011
: must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION NOTE : Human resources department.
: Applications must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 27 November 2020

POST 26/203 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EMERGENCY MEDICAL SERVICE**
Directorate

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (plus benefit)
: Midrand-EMS
: Three years tertiary qualification in Supply Chain Management or equivalent qualification, plus five years' experience in a management position within the Supply Chain environment. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, in-depth knowledge of the SCM framework, PPPFA, BBBEE. Knowledge of Microsoft Office, Excel, Word and Power Point, SAP. Knowledge of public systems, knowledge of national and provincial mandates. Project conflict and management skills, Knowledge of grievance and disciplinary procedures, Research and analytical skills, Management and decision-making skills. Report writing skills, Ability to analyse and interpret financial information, Ability to interpret, policies and other prescripts. Presentation skills, good verbal /written communication skills, Ability to facilitate workshops, provide training and present policies. A valid Driver's licence is required.

DUTIES : Management of Security. Ensure effective & efficient systems related to the acquisition, receiving, storage, control, distribution & payment of goods & services within the Chief Directorate. Provide administration support to management. Monitor stock counts & submission of reports to supervisor. Compile & distribute procurement reports. Provide all the reports from SAP system as & when required Provide technical support to the Chief Directorate's Bid Adjudication committee on an adhoc basis. Manage subordinates. Ensure timeous processing of orders & payments according to the relevant prescripts, Effective & efficient management & safekeeping of vouchers. Deal with queries relating to processing of requisitions orders & payment for goods & services within the SCM process, Contract Management and Asset Management. Assist with infrastructure project.

ENQUIRIES APPLICATIONS : Mr CV Mokobodi Tel No: (011) 564 2253
: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za.

NOTE : Must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.

CLOSING DATE : 04 December 2020

POST 26/204 : **ASSISTANT MANAGER NURSING (OBSTETRICS, GYNAE & PAEDIATRICS) REF NO: TDH015/2020 (X1 POST)**

SALARY : R614 991 per annum plus 13th cheque, Medical Aid (Optional) Home Owner Allowance Employee must meet prescribed Requirements).Uniform allowance.

CENTRE REQUIREMENTS : Tshwane District Hospital
Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic nursing qualification with at least one 1year accredited with SANC in one of the speciality referred above. Degree/Diploma in Nursing Management. Minimum of 10years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least nursing six (6) years referred to above must be appropriate/recognizable experience in the specific Speciality after obtaining one (1) year post basic qualification in the relevant speciality. At least three (3) years of the period referred above must be appropriate/recognizable experience at management level. Computer literacy. Proof of current registration with SANC as a Professional Nurse (2020).Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing teamwork efficiency and amicably at a supervisory level with persons of diverse intellectual cultural racial or religious difference. Able to manage own work, time and that of junior colleague's to ensure proper nursing service in the unit. Demonstrate and in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery.

DUTIES : Implement and co-ordinate Maternal and Child Care services. Implement standard practices criteria and indicators for quality Maternal and Child care. Create and maintain a complete and accurate nursing record for individual health users. Facilitate and conduct perinatal mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multi-disciplinary team. Maintain a plan to improve the quality of Maternal and Child Care. Monitor Employee Performance Management and Development System (EPMDS). Supervise the provision of nursing care services by staff nurses and enrolled nursing assistants in maternity. Ensure the observation of in-patients on a 24 hour basis and that appropriate intervention processes are initiated timeously. Ensure effective implementation of the ANC/PNC Policy. Ensure effective utilization of all resources in the department.

ENQUIRIES APPLICATIONS : Mr. Frank Budzwa Tel No: (012) 354 7600
Should be forwarded to HR department, Tshwane District Hospital, Private Bag X 179, Pretoria, 0001 or Hand delivered to HR department, Tshwane District Hospital, Cnr Dr Savage Road and Steve Biko Road.

CLOSING DATE : 27 November 2020

POST 26/205 : **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMNS-PMN/CMJAH/2020**
Directorate: Nursing Division Paediatric/Midwifery and Neonatal

SALARY : R614 991 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Child Nursing/ Midwifery and Neonatal nursing. Have a minimum of 10

years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Child Nursing/Midwifery and Neonatal Nursing Science qualification. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage.

DUTIES

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

ENQUIRIES

: Mr G.N.B Moeng Tel No: (011)488-4338

APPLICATIONS

: Should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE

: Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Females, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

CLOSING DATE

: 27 November 2020

POST 26/206

: **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMNS-ND/CMJAH/2020**
Directorate: Nursing Division

SALARY

: R614 991 per annum (plus benefits)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. Have a minimum of 10 years

appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year Critical Care Nursing. At least 3 years of the period must be appropriate at management level. Experience in managing and coordinating transplant and donor organ donor processes and computer literacy will be added advantages. Be able to work flexible working hours.

DUTIES

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To manage and coordinate transplant and organ donation program. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

**ENQUIRIES
APPLICATIONS**

: Ms N. Morare Tel No: (011)488-3155
: Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE

: Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

CLOSING DATE

: 27 November 2020

POST 26/207

: **ASSISTANT MANAGER NURSING-PALLIATIVE CARE (PN-B4) REF NO: CHBAH: 335 (X 1 POST)**
Directorate: Centre for Palliative Care

**SALARY
CENTRE
REQUIREMENTS**

: R614 991 per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma or relevant

training in Palliative Care, or Oncology with duration of at least 1(One) year accredited with SANC. Current registration with the South African Nursing Council. A minimum of 10 (Ten) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general nursing, at least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 (One) year post-basic qualification in the relevant specialty. At least 3 (Three) years at Management level. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills. Knowledge of the National Policy Framework and Strategy for Palliative Care and its priorities. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES

: Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and Participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of palliative care nursing guidelines, norms and standards. Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination of provision of effective training and research. Monthly, quarterly and annual report compilation. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Management of personnel performance and review thereof.

**ENQUIRIES
APPLICATIONS**

: Dr. Mpho Ratshikana Tel No: (011) 933 0051
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to

Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 04 December 2020
- POST 26/208** : **ASSISTANT MANAGER GENERAL**
Directorate: Surgery/ Night duty / HIV Nursing Department
- SALARY CENTRE** : R562 800 per annum
Charlotte Maxeke Johannesburg Academic Hospital
Ref No: A: Sur/CMJAH2020/
Ref No: A: Nig/ CMJAH2020
Ref No: A: HIV/ CMJAH2020
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse and proof of current registration. A minimum of 8 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Relevant experience and computer literacy will be added advantages.
- DUTIES** : To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Expected to do calls on rotational basis. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff reporting under him/ her. Conduct clinical audits in the wards and implement quality systems to correct identified service challenges. Use of information technology to enhance service delivery. Assistant Manager on night duty will be responsible to coordinate hospital services at night and report to management and Assistant Manager for TB/HIV department be responsible of stablishing and strengthening the mechanism for delivering integrated TB and HIV services as added responsibilities.
- ENQUIRIES APPLICATIONS** : Mr. G.N.B Moeng Tel No: (011) 488 4338/3424
Should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is

committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Females, Indian Males and Females.

- CLOSING DATE** : 27 November 2020
- POST 26/209** : **OPERATIONAL MANAGER ADVANCED MIDWIFERY (X1 POST)**
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : A minimum of nine (9) years appropriate /recognizable nursing experience after registration as a professional nurse with SANC. Registration with the South African Nursing Council and have valid SANC RECEIPT. Basic nursing diploma/ degree as a professional nurse and basic Midwifery accredited with SANC. At least five (5) years of the referred to above must be appropriate recognizable experience after obtaining the one (1) year post basic qualification in advanced midwifery. Valid South African ID/ and valid passport. Basic computer literacy. Have valid driver's license.
- DUTIES** : The incumbent will work under the direct supervision of the assistant manager. The supervision of quality nursing care at night according to the scope of practice. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communication with all managers regarding issues of health care provided by various groups. The incumbent will sometimes be required to do night shift. Ensure adherence to work ethics. Ensure adherence to Batho- Pele principles. Ensure the implementation of all quality and other mandatory priorities. The ability to work under pressure. Supervise availability of beds and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.
- ENQUIRIES** : Ms K. Tinghiti Tel No: (011) 812 8313
APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 27 November 2020
- POST 26/210** : **DISTRICT MANAGER GRADE 2-GRADE 3**
Directorate: Directorate: Emergency Medical Services
- SALARY** : R536 109 -R833 529 (plus benefits)
CENTRE : Sedibeng District
REQUIREMENTS : ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3- 5 years in managerial experience.
- DUTIES** : Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and

Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management and control of repairs and maintenance in district fleet, in line with minimum operational strength. Co-ordinate and delegate sub-ordinates in major incidents for Emergency Medical Services and arrange training exercises with stakeholders if required. Compile regular statutory monthly reports with recommendations. Submission of Demand Plans in line with budgets per line item. Assisting management in Operational and infra-structure planning. Ensure key performance indicators are achieved and implement remedies for non-performance. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Co-ordination and management decisions in Gauteng Province when on standby. Ensure Sub-ordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the CPG 's as per their clinical qualification.

**ENQUIRIES
APPLICATIONS**

: Mr C R Errakiah Tel No: (011) 564 2053
 : Must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za.

NOTE

: Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full. NB: Candidates will be asked to do a 10 minute presentation, on the Operations Management and Governance at District Level.

CLOSING DATE

: 04 December 2020

POST 26/211

: **ASD- DIAGNOSTIC RADIOGRAPHY GRADE 1 REF NO: 2020/11/01 (X1 POST)**
 Directorate: X-Ray Department

**SALARY
CENTRE
REQUIREMENTS**

: R517 326 per annum
 : Sedibeng District Health Services
 : A recognised National Diploma or Bachelor's Degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's licence. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues.

Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.

DUTIES

: Manage the Radiography services in the Health Districts and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD & HRD for training related matters. Encourage, facilitate and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training. Coordinate and manage procurement processes for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service related issues with other stakeholders (internal and external). Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.

**ENQUIRIES
APPLICATIONS**

: Mrs. M Madolo Tel No: (016) 950 6010
: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will

be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE : 27 November 2020

POST 26/212 : **CHIEF DIGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD2020/11/03 (X10 POSTS)**
Directorate: Rehabilitation

SALARY : R466 119 – R517 326 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Recognised National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years' experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH Guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedures, Quality Control and Record keeping processes is essential.

DUTIES : Manage the entire Radiography department and associated functions. Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public Service policies and Acts. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liaise Radiography service-related issues with other stakeholders (internal and external). Manage workflow in the entire department. Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.

ENQUIRIES : Ms M. Masipa Tel No: (011) 876 1776 Ms A.E Tshivhase Tel No: (011) 876 1776

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record

checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 27 November 2020

POST 26/213

: **CHIEF DIAGNOSTIC RADIOGRAPHER 1 REF NO: 2020/11/02 (X3 POSTS)**

Directorate: X-Ray Department

SALARY

: R466 119 per annum

CENTRE

: Sedibeng District Health Services

REQUIREMENT

: Recognised National Diploma or Degree in Diagnostic Radiography Qualification proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years' experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedures, Quality Control and Record keeping processes is essential.

DUTIES

: Manage the entire Radiography department and associated functions. Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public Service policies and Acts. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liaise Radiography service related issues with other stakeholders (internal and external). Manage workflow in the entire department. Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.

ENQUIRIES

: Mrs. M Madolo Tel No: (016) 950 6010

APPLICATIONS

: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for

appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

- CLOSING DATE** : 27 November 2020
- POST 26/214** : **DIAGNOSTIC RADIOGRAPHER 1 REF NO: 2020/11/03 (X26 POSTS)**
Directorate: X-Ray Department
- SALARY** : R395 703 per annum
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required. Be prepared to rotate as per district needs.
- DUTIES** : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.
- ENQUIRIES** : Mrs. M Madolo Tel No: (016) 9506010
- APPLICATIONS** : Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for

appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

- CLOSING DATE** : 27 November 2020
- POST 26/215** : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: CHBAH 336 (X2 POSTS)**
 Directorate: Nuclear Medicine
 This is a re-advertisement and applications who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R395 703 per annum (Plus benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Nuclear Medicine Radiography. Grade 1: 4 Years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
- DUTIES** : Render effective patient centred nuclear medicine service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Ms. V. Modisane Tel No: (011) 933 8502/9885
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be

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

- CLOSING DATE** : 04 December 2020
- POST 26/216** : **SOCIAL WORK SUPERVISOR – GRADE 1 REF NO: SW01/TMRH (X 1 POST)**
Directorate: Social Science
- SALARY** : R384 228 – R445 425 per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : A four year Degree in Social Work Current Registration with SACSSP as a social worker Minimum of seven (7) years’ experience in social work after registration as a social worker with the SACSSP A minimum of 3 years’ experience in a health care environment .Previous experience with mentoring or supervision of students and sub ordinates Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector Ability to work within a multidisciplinary team.
- DUTIES** : Overall management and supervision of staff. Implementation of the Supervision policy and the PMDS system .Manage the Social Work department at the institution within the scope, professional and statutory requirements of the SACSSP and Social Work Profession Ensure implementation of the Quality Assurance Programme and support other mandates of the department and institution in terms of audits, reporting and implementation of corrective measures Provide input into compilation of the strategic and operational plans of the department and hospital Manage assets and all human and financial resources of the social work department Prepare and analyze monthly statistics to plan workload allocation Expand the intersectional communication with relevant partners and stakeholders Represent the department and institution at various forums and meetings as per delegation, internally and externally implement the decisions and plans taken at departmental and institutional level Ensure professional development of staff and adherence to CPD requirements Participate in student training if applicable Perform any duties as allocated by management.
- ENQUIRIES** : Ms D Chauke Tel No: (011) 891 7298
APPLICATIONS : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451. Or email to TMRH.Vacancies@gauteng.gov.za.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost People with disabilities are welcome to apply Applications must be filled

on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months) Applicants must indicate the post reference number on their applications Failure to submit the required documents will result in the application not being considered Qualifications of candidates recommended for appointment will be verified Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records Applications received after closing date will not be accepted The Department reserves the right to not make an appointment/fill the post Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference Please Note: The Public Service does not charge any fees for applying for posts. TMRH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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** : 04 December 2020
- POST 26/217** : **LECTURER PND 1/2 PROFESSIONAL NURSE – SIMULATION AND SKILLS LABORATORY REF NO: L/S/S/L/10/2020**
Directorate: Nursing Education and Training
- SALARY** : PND1: R383 226 per annum (plus benefits)
PND2: R471 333 per annum (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : PND1 minimum of 4 years appropriate/ recognizable Nursing experience after being registered as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. Have the following qualifications: Grade 12, Diploma or degree in General Nursing and Midwifery or R.425; Degree in Nursing Education and Nursing Administration; Diploma in Critical Care OR Operating Theatre OR Trauma and Emergency. Have a minimum of 2 years appropriate clinical experience in one of the clinical specialities and 2 years of full-time teaching experience in one of the clinical specialist programmes as stated above. Registered with the SANC. Have proof of Computer literacy (Word, PowerPoint, Excel). Have a code 8 Drivers' License. Excellent communication skills. Excellent mechanical skills to competently maintain and use equipment in a simulation and skills laboratory. Familiarity with anaesthesia machines, physiological monitoring systems, infant incubators, ventilators, and other common medical device systems.
- DUTIES** : Oversee the functioning and scheduling of the Skills Labs and the High-Tech Simulation Lab. Collaborate with lecturers to provide for consistent and relevant student learning experiences to meet their programme and clinical objectives. Design, develop, implement and evaluate scenarios, simulated learning activities and educational material for all programmes in collaboration with the lecturers. Maintain and operate the simulation lab to include troubleshooting and working with information technology personnel, etc. Provide simulation training and practice for lecturers. Assist lecturers with skills and simulation activities and in establishing and revising the critical elements for performing clinical skills. Ensure supervision of students in the lab, maintaining safe practices and abiding by all established policies and procedures for the lab. Contribute to the

evaluation of students during skills and simulation activities. Provide assistance to students upon referral for remediation. Maintain appropriate inventory of supplies, linen and equipment for each lab and foster use of same in a fiscally responsible manner. Monitor and perform routine minor maintenance and repair on all lab equipment, to ensure all equipment is maintained in good working order. Support the development of the programmes objectives, curriculum, policies, and assure fulfilment of standards of the SANC and CHE. Develop and implement policies and guidelines for the labs. Maintain a policies and procedures manual for the labs. Maintain supervised scheduled lab hours as necessary according to student schedules. Maintenance of records. Provide input for budget preparation regarding equipment, supplies and materials. Have and implement a sound knowledge of all applicable current legislation. Continuing education in Nursing education as well as own Speciality. Comply with Infection Prevention and Control measures as well as OHS'

**ENQUIRIES
APPLICATIONS**

: Mrs Gassiep Tel No: (011) 247- 3345-3300
 : 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

: All applications must be submitted with z83 form cv and certified copied 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

: 27 November 2020

POST 26/218

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 – R443 601 per annum (plus benefits)
 : Kalafong Provincial Tertiary Hospital
 : Diploma/Degree in Logistics Management or equivalent qualification. Minimum of 5-years' experience in Supply Chain Management or environment of which three years should be on supervisory level (level 7), postgraduate qualification in logistics or relevant qualification may be an added advantage. Valid Driver's licence. Extensive knowledge of public sector supply chain legislations including but not limited to PFMA, Treasury Regulations, SCM National Treasury Instruction notes, Code of Conduct for SCM practitioners, PPPFA, PPR, BBBEE, Tender Act, Labour Relations Act, PSA and PSR, Code of Conduct for public servants, PHSA, Basic Conditions of Employment Act, Fraud, Prevention and Combating of Corrupt Activities Act. Skills And Expertise: Ability to interpret and implement acts / legislations, work under strenuous environment, work individually and in a team, work under immense pressure, analyse high volume and complex data, use computer and respective software, i.e. MS Excel, MS Word, conform with the ethical conducts, achieve targets within short period of time, hastily understand and manage various behaviour, to manage high number of personnel. Planning and organising, creative and innovative, verbal and written communication, report writing, problem solving, leadership, interpersonal, conflict management. System And Other Knowledge: SAP, SRM, Webcycle, Standard Chart of Accounts, BAS, Inventory Management System, Just in Time ordering, Economic

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| | | Order Quantity, Perpetual and Periodic Inventory Management, FIFO, LIFO, FEFO, Contract Management, Supervision, Performance Management System. |
| <u>DUTIES</u> | : | Procurement/Acquisition Management, Contract Management, Theoretical and Physical Inventory/Logistic Management, Transiting Management, Goods Receipt Management, Asset Management, Internal and External stakeholder management, supervision, employees performance management, individual performance management, management of the overall supply chain department, Webcycle Management; Management of payment to suppliers, development, implementation and review of the strategic plan, operational plan, monitoring of overall supply chain performance, development and regular review of risk management strategy, development and implementation of audit improvement plan, attending to audit queries. |
| <u>ENQUIRIES</u> | : | Mr. P.A. Nengwenani Tel No: (012) 318-6495 |
| <u>APPLICATIONS</u> | : | Must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za . Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. |
| <u>NOTE</u> | : | Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. |
| <u>CLOSING DATE</u> | : | 27 November 2020 |
| <u>POST 26/219</u> | : | <u>ASSISTANT DIRECTOR (MIDDLE MANAGER) SUPPLY CHAIN MANAGEMENT (X1 POST)</u> Directorate: Supply chain |
| <u>SALARY</u> | : | R376 596- R443 601 per annum |
| <u>CENTRE</u> | : | Far East Rand Hospital |
| <u>REQUIREMENTS</u> | : | Diploma/Degree in Logistics/supply Chain Management/ Public Administration or any other relevant tertiary qualification at NQF level 6 or Grade 12 Certificate with a minimum of five (5) years' experience at supervisory level. Three (3) years' relevant supply chain management experience at supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid drivers' license. |
| <u>DUTIES</u> | : | Coordinate (synergise), review, research, analyse and plan the procurement needs of the department: research the relevant identified needs (in line with the SC strategy), analyse requirements, undertake research , determine and develop proposals for implementation, asses the results of the research on the market, interprets and develops proposals for procurement methodology, ensure compliance with quality requirements, determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: collect information from the relevant role players according to the prescribed template, check (engage) and analyse |

the information, confirm availability of budget, check alignment against strategic and other objectives, consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/ Quotation specifications as required: determine whether a specification for the relevant commodity exists, if not oversee the collection and collation of information and compilation of specifications/ terms of reference, compile and publish requests for proposals as required. Develop, implement and maintain the supplier database: perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Coordinate (synergise), review and execute the bidding process: provide secretariat services to the Quotation Evaluation Committee and Quotation Adjudication Committee (includes obtaining approval), compile bid documents, publish tender invitations, receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: compile terms of reference to invite service providers for an expression of interest, receive evaluate and adjudicate the expressions of interest, compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Coordinate and review the processing of requisitions for goods and services: receive and process a requisition, coordinate the placement of orders for goods and services, place an order for the service in the case of a service required, order and acquire goods if not a store item is not in stock. Coordinate the safekeeping and distribution of goods: receive and check goods, capture goods on relevant procurement system, return damaged incorrect and substandard goods, issue goods as a required, preparation and collation of payment documents. Coordinate the control of stock: continuously monitor inventory, stock taking according to stock taking plan, comparison of stock counted with official records, identify out dated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory: prepare the identified stock for disposal, develop proposals for the disposal method, presentation to the disposal committee for approval. Supervise monitor, analyse and determine actions to ensure proper contract administration: administer variations to the contracts, evaluate applications for price adjustments and invoke penalty clauses, evaluate applications for variations, amendments and cancelation and develop proposals for approval, undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes, maintain proper relationship within the code of ethics to ensure deliver off goods/ services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Supervise employees to ensure an effective supply chain management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: general supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES
APPLICATIONS

: Ms V Bulana Tel. No: (011) 812 8338
: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

NOTE

: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the

applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE

: 27 November 2020

POST 26/220

: **ASSISTANT DIRECTOR (MIDDLE MANAGER) RISK (X1 POST)**
Directorate

SALARY

: R376 596 - R443 601 per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Diploma/ Degree in Logistics/Finance Management/ Public Administration or any relevant tertiary qualification at NQF level 6 or Grade 12 Certificate with a minimum of five (5) years' experience at supervisory level. Three (3) years' relevant risk management experience at supervisory level. Knowledge and understanding of all Legislative frameworks governing Public Service. Excellent communication, interpersonal, reporting and writing skills. Computer literacy and a valid drivers' license.

DUTIES

: To supervise and implement the risk management framework in the institution: participate in the development of the risk management framework, implement the risk management plan, support the establishment of the risk management philosophy and culture in the institution: advocate and promote risk management in the institution (awareness activities, risk maturity- data gathering and quality review, capacity building (training and development), develop and maintain stakeholder and client relationships. Continuous monitoring the risk environment, collect statistical information on indicators of risks, detect changes in the risk environment (internal and external context), supervise the capturing of data and maintenance of database on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process: facilitate the identification of risks, analysis of risks, risk evaluation, risk response, and compile risk profile (ensure and maintain risk register), compile reports as required. Monitor and review the identified risk response activities: monitoring the implementation of the progress of activities to address risks as agreed on, revising risk response activities. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following: general supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES

: Ms V. Bulana Tel No: (011) 812 8338

APPLICATIONS

: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

NOTE

: Must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS)

Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE : 27 November 2020

POST 26/221 : **ASSISTANT DIRECTOR (PERSONAL ASSISTANT) REF NO: ADCEO/CMJAH/2020**
Directorate: Office of the CEO

SALARY : R376 596 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS :
 Matric plus and appropriate 3 years Degree or Diploma in administration /secretarial diploma/public administration or equivalent qualification Recognised by (SAQA). A minimum of 5 to 10 years' experience in administration/secretarial. Personal assistant experience is essential. Skills: Excellent organizational skills, ability to multi-task, excellent communication and report writing skills, excellent computer skills in Microsoft packages (MS office 365, Ms Word, Ms Excel, Ms Outlook and PowerPoint). Knowledge: Knowledge of PAIA, Health Act and Public Finance Management Act (PFMA). Maintain confidentiality in the office. Ability to act with tact and discretion. Ability to work under pressure, professional etiquette to present the CEO's office. High level of reliability and ethics. Commitment to work beyond the call of duty. Following will be an added advantage: a minimum of 3-5 years in managing the senior Managers office, experience in the Hospital and in a tertiary hospital environment.

DUTIES :
 Provide support to the CEO: Efficient and effective planning of the CEO's daily schedule in such a way that meetings do not clash. Prioritise appointments by ensuring that all urgent and important meetings are scheduled as per the CEO's requirement. Prioritize daily tasks and ensure that duties are completed at a specific time. Compile reports/submission and ensure that the deadline is met. Supervise and training of support staff: Monitor and evaluate the performance of the staff in the office. Manage the human resource aspects related to the staff in the office. Ensure punctuality and staff attendance. Promote skills development, career pathing, manage staff training. Initiate team work and strategic alignment for the unit. Ensuring duly completion of tasks. Leave management by ensuring delivery of service in absence of any staff. Conduct quarterly leave audits. Motivation and mentoring of staff. Ensuring equitable distribution of work. Manage general support services in the office of the CEO: Establish implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the office. Compliance to the ideal hospital requirements. Undertake line function task: Compile memoranda as required. Scrutinize submissions from other directorates and screen for omissions/mistakes/gaps prior to forwarding to the CEO for signature. Request for information to compile reports/submissions and quality check of information before the CEO can sign off. Co-ordinate, follow-up and compile reports of a transverse nature for the CEO. Compile presentations for the CEO. Understanding of the public service key legislatives and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/policies/circulars and procedures application to ensure efficient and effective support to the CEO. Remains abreast with the procedures and processes that apply in the office of the CEO.

ENQUIRIES : Ms L.P. Sinyolo Tel No: (011) 488 4777

APPLICATIONS : Should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Females, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

CLOSING DATE

: 27 November 2020

POST 26/222

**ASSISTANT DIRECTOR: BIO MEDICAL CLINICAL ENGINEERING
REF NO: CHBAH: 337 (X1 POST)**

Directorate: Supply Chain Management

SALARY

: R376 596 – R454 902 per annum

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: A degree/National diploma in Bio Medical Engineering or clinical Engineering/National diploma in clinical Engineering or NFQ SAQA level 6 Engineering qualification. Registration with engineering council of South Africa (ECSA). Be a member of Clinical Engineering Association of South Africa (CEASA) Minimum 5 years' experience in maintenance and management of medical equipment in a hospital of which 3 years is on supervisory level. High level of computer literacy and sound knowledge of Microsoft Office suite of applications is essential. Excellent written and verbal communication skill. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented. Conflict management skills, Knowledge of grievance and disciplinary procedures, Management and decision making skills. Reports writing skills.

DUTIES

: Manage and Maintain all medical equipment at CHBAH as per the manufacturer's specifications and Health Technology .Manage and Maintain the medical equipment installed base including Demo and Loan Units Plan and Execute timely equipment services to comply with the manufacturer's specifications and ensure that the correct service intervals are adhered to Create and maintain a Service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired Oversee Biomedical technicians and other maintenance staff Oversee medical equipment contracts and monitor and record turnaround times. Ensure results of all maintenance (reactive and preventive maintenance) are captured accurately on the hospital systems, these entries should include spares used, labour involved, associated costs, tasks performed, actions taken and persons/suppliers involved in accordance with the hospital's Guidelines and Technical Requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment where you have received factory training. Coordinate the utilization of technical and financial resources financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of Service Certificates to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo and or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement schedule and obtain approval from SCM and or Medical. Equipment Committee. Conduct six monthly equipment audits to

ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to management. Be available for overtime and be on standby as and when required Management of staff development and overall supervision. Conduct in-service training and, PMDS. Conflict resolution. The recommended candidate may be subjected to medical surveillance as required by the Occupational.

**ENQUIRIES
APPLICATIONS**

: Ms. T.T. Ravele Tel No: (011) 933 0537
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.No faxed or emailed will be considered.

NOTE

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

CLOSING DATE

: 04 December 2020

POST 26/223

: **CLINICAL TECHNOLOGIST**
Directorate: Pulmonology

SALARY

: Grade 1: R317 976 per annum
: Grade 2: R372 810 per annum
: Grade 3: R439 164 per annum

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital
: Grade 1: REFS: CT/PULM/G1
: Grade 2: REFS: CT/PULM/G2
: Grade 3: REFS: CT/PULM/G3

REQUIREMENTS

: Clinical Technologist **Grade 1**. Appropriate recognized Diploma or degree as a Clinical Technologist registered as Pulmonology Clinical Technologist with the Health Professional Council of South Africa. Grade 1 none experience after registration with HPCSA as a Pulmonology Clinical Technologist. Clinical Technologist **Grade 2**. Appropriate recognized Diploma or degree as a Clinical Technologist registered as Pulmonology Clinical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Pulmonology Clinical Technologist. Clinical Technologist **Grade 3**. Appropriate recognized Diploma or degree as a Clinical Technologist registered as Pulmonology Clinical Technologist with the Health Professional Council of South Africa. A minimum of 20

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| <u>DUTIES</u> | : | years relevant experience after registration with HPCSA as a Pulmonology Clinical Technologist. |
| | : | To perform/provide a professional clinical technology service in a Pulmonology department. To support and confirm diagnostic, therapeutic and corrective procedures on patients using specialized equipment and techniques for the treatment and or interpretation of a diagnosis of abnormalities and diseases. |
| <u>ENQUIRIES</u> | : | Dr. O.I Ubogu Tel No: (011) 488 3225 |
| <u>APPLICATIONS</u> | : | Applications should be submitted on a (PDF Format only) to the following email address: medicalhr.cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject. |
| <u>NOTE</u> | | Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females, African Males and Females are encouraged to apply. |
| <u>CLOSING DATE</u> | : | 27 November 2020 |
| <u>POST 26/224</u> | : | <u>DIETITIAN PRODUCTION GRADE 1 REF NO: REFS/007272 (X1 POST)</u> Directorate: Allied |
| <u>SALARY</u> | : | R317 976 per annum plus benefits |
| <u>CENTRE</u> | : | Helen Joseph Hospital |
| <u>REQUIREMENTS</u> | : | Interested candidates should have a Bachelor's degree in Dietetics i.e. a 4 year degree or 3/4 year plus one year postgraduate. Currently registered with the HPCSA as a Dietitian as an independent practice dietitian. A minimum of 1 year experience after 1 year community service completed (since 2003) will be an added advantage. Experience in the management of clinical administrative and financial duties. Working experience in HIV/ AIDS and TB environment will be an added advantage. Basic computer literacy in Microsoft Office. Valid Driver's license. |
| <u>DUTIES</u> | : | Overall management and implementation of dietetic services in the ARV/ TB clinic. To implement nutritional care plans for individual or groups of in and outpatients to contribute to the patient's general health care. Participate in HIV/ Aids and TB rehabilitation programmes of the hospital and associated districts. To improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimise nutrition care. To attend scheduled ward rounds, meetings and forums in and outside the hospital. To refer patients to appropriate level of care. To communicate with relevant stakeholders regarding patient treatment. To implement Quality Assurance measures in area of work to ensure maintenance of, and where possible improve standards of patient care. To apply Batho Pele principles. To liaise with all the members of the multi-disciplinary HAST team to ensure the nutritional needs of patients are met. To provide education, in-service training and advice to councillors and all other team members. To participate and facilitate in continuous professional development (CPD) as required by HPCSA. To contribute to the delivery of dietetic student training (clinical). To orientate newcomers according to formal orientation programme. To implement National and Provincial strategies and policies. To assist with compiling and implementation of operational plans. To perform all the administrative functions required of |

the job: statistics and reports. To do performance appraisal of relevant staff. To ensure that supplements for HAST programme are correctly ordered, received, stored and issued. To control HAST nutritional budget. To implement cost-containment processes. To contribute in activities to market the department and the dietetic profession. Adhere to the reporting structure within the HAST directive and the hospital dietetic department within Helen Joseph Hospital.

ENQUIRIES : Ms. Eloise de Bruin Tel No: (011) 489 0389
APPLICATIONS : Must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.

NOTE : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 27 November 2020

POST 26/225 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD2020/11/04 (X87 POSTS)**
Directorate: Rehabilitation

SALARY : R317 976 - R361 872 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. Less than ten (10) years' experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.

DUTIES : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

ENQUIRIES : Ms M. Masipa Tel No: (011) 876 1776 Ms A.E Tshivhase Tel No: (011) 876 1776

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| <u>APPLICATIONS</u> | : | Should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400. |
| <u>NOTE</u> | : | No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. |
| <u>CLOSING DATE</u> | : | 27 November 2020 |
| <u>POST 26/226</u> | : | <u>SHIFT LEADER GRADE 3-6 COMMUNICATIONCENTRE (X6 POSTS)</u> Directorate: Directorate: Emergency Medical Services |
| <u>SALARY</u> | : | R265 995 – R544 143.per annum (plus benefits) finally, salary will be determined by experience attached to the professional category. |
| <u>CENTRE</u> | : | Midrand |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03-years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience. |
| <u>DUTIES</u> | : | Be responsible of all EMS activities in the Communication Centre. Provide advice on Procedure and policy matters to staff and ensure compliance with all policies operating in the service. Ensure effective communication system as well as be accountable for call taking and dispatching of all incidents in the communication centre. To assist the Communication Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the region in accordance with the policy on quality improvement of EMS. Ensure that effective strategies are implemented for meeting the needs of the community. Entrench a healthy and safe environment and follow up continuously. Be responsible for EMS occupational health and safety at the Communication centre. Co-ordinate or oversee all major incidents to ensure such incidents are appropriately managed in the communication centre. Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure communication centre crews maintain a high standard of etiquette and communication medium with customer or clients. Correlate all relevant statistics and indicators are received from shifts and send this information to the head office. Manage the tracking solution by ensuring all vehicles are functional and warnings are attended and mitigate against in future. Investigate and report all calls delays and calls dropped. Investigating service complaints received from internal stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy quality with EMS. Ensure correct radio and telephone procedures are adhered to by all Emergency Care Dispatcher according to protocol. Maintain security and access restriction within control centre whilst on duty. Undertake any other duties as allocated by management. Eligible |

candidates will be subjected to a medical, practical and theoretical evaluation(s)

ENQUIRIES : Ms Ramada Tel No: (011) 564 2008

APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfway house 1685

CLOSING DATE : 04 December 2020

POST 26/227 : **ADMIN OFFICER (WARD CLERKS SUPERVISOR) REF NO: ODI/05/11/2020/01**

SALARY : R257 508 per annum (Level 07) (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Grade 12 certificate with 10 years' experience in Patient Administration in the hospital environment or three years National Diploma/Degree in Public Administration/ Public Management, Office Administrative Management, Administrative Management with 5 years' experience in Patient Administration. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and internet). Must possess the ability to plan, organize, Supervise, inspect and evaluate work of subordinates. Good supervisory and problem - solving skills. Possess knowledge of the uniform patient's Fees Schedules (UPFS), (MEDICOM/PAAB) and Sound knowledge of the Public Finance Management Act, Treasury Regulations and practice Notes. Good report writing Skills. All candidates must have a proven experience working in the following units Casualty (Accidents and Emergency), Outpatient Department, other wards, Labour ward (Maternity), Mortuary Services, Records, and an extensive knowledge of Downtime Management processes, must also have an extensive knowledge and experience in Patient Administration procedures, good Supervisory and problem-solving skills. Possess knowledge of uniform patient's Fees Schedules (UPFS), MEDICOM/PAAB and sound knowledge of the Public Finance Management Act, Treasury Regulations and Practice Notes. Good report writing skills. A proven Supervisory or Team Leader experience in patient Administration will be regarded as an added advantage (Attach Supervisor's testimonial). Applicants with disabilities are urged to provide proof since the nature of the job requirement demand a lot of walking distances due to nature of the structural setup of the Hospital. Must be prepared to work day and night including weekends (Shift Worker).

DUTIES : Supervise ward clerks. Compiling of Revenue checklist and Audit Action Plan reports. Monitor and manager pottering and mortuary. Be actively be involved in budgetary control and cost saving measures. Evaluate and manage PMDS of staff members. Optimize the management of Patient Administration in terms of Treasury regulations and PMFA. Ensure effective and efficient management of patient records. Develop, implement and monitor measures aimed at reducing waiting times in patient admitting. Maintain effective and efficient utilization of stall. Co-ordinate and provide in -service training of staff and implementation of performance agreement. Implement discipline and grievance procedures in accordance with laid down procedures. Accept overall responsibility for keeping confidential information within the department. Ensure ward clerks collect correct data. Ensure patients are admitted and discharged correctly on the PAAB system and on the TPH21 register book. To ensure that patients are classified correctly. Managing Downtime. Putting mechanisms in place to improve the quality information received. Ensure monthly reports deadlines are met. Participate in service delivery improvement programmes such as revenue. Enrichment, development and administer the mortuary and pottering facility with a view to provide public service. Compliance to the National Core Standards and Labour Relations. Check correctness of patient files before taken to Records Department for filing. Perform any lawful/legal instructions delegated by the Supervisor.

ENQUIRIES APPLICATIONS : Mr. TR Maluleke Tel No: (012) 725 2465
 : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

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

CLOSING DATE : 21 November 2020

POST 26/228 : **ADMINISTRATION OFFICER REF NO: AO/IMU/10/CMJAH2020**
 Directorate: Information Management Unit

SALARY CENTRE REQUIREMENTS : R257 508 per annum (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' relevant experience or a relevant Diploma or Degree from a recognized tertiary institution in Information Science\ Biostatistics with 2 years' experience. Valid Driver's License. Knowledge: Medicom, PAAB, Web-DHIS, Tier.net and NTSG data. Sound knowledge of Office Administration Management, In-depth knowledge of Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, knowledge of Legislative Prescripts such as DHIMS Policy, Batho Pele Principles. Knowledge of a range of work procedures such as Finance, HR matters, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Project Management, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.

DUTIES : Supervise staff including management of leave, staff attendance. Monitor staff performance and development. Ensure that good verified quality data is collected across the hospital, follow up on data reconciliation processes. Analyse and communicate quantitative and qualitative data to end-users. Adhere to the standard reporting on the annual performance plan indicators. Report timeously on Monthly, quarterly and annually reports. Ensure compliance with district office, provincial and National Office. Provide feedback and training to the reporting units through presentations or narrative reports. Must attend district and national Health Information forums, meetings and Auditor General.

ENQUIRIES APPLICATIONS : MS. J. Mokgaotsi Tel No: (011) 488 4527
 : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females, African Males and Females are encouraged to apply.

CLOSING DATE : 27 November 2020

POST 26/229 : **ADMINISTRATION OFFICER (DATA)**

SALARY : R257 508 per annum (Level 07) (plus benefits)

CENTRE : Sedibeng

REQUIREMENTS : Grade 12 certificate or equivalent qualification plus five years relevant experience or National Diploma or Equivalent qualification with Health Science/ Maths/Statistics/Computer Science as a major and three years relevant experience, Knowledge and understanding of District Health information Systems will be added as advantage, computer literacy, Analytical, numeracy, coordination and good communication skills and must have driver's licence.

DUTIES : Maintenance of EMS databases in all EMS Stations Query data from the point of its origin. Ensure data quality (timeliness, completeness and validity Produce analysed monthly reports for submission to EMS Head office Identify information needs. Preparation of routine and ad hoc data reports and Capturing of Data on the Web DHIS and Other Systems Assist with preparation of workshops/meetings Perform ad hoc duties as assigned by immediate supervisor or District managers.

ENQUIRIES : R. K Sekgobela Tel No: (011) 564 2009

APPLICATIONS : Must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand.

CLOSING DATE : 04 December 2020

POST 26/230 : **FINANCIAL CONTROLLER REF NO: EHD2020/11/07 (X 1 POST)**
Directorate: Finance

SALARY : R257 508 - R303 339 per annum

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 certificate, with accounting as an added advantage. 3-5 years of experience in the Government Financial Management. Computer Literacy. Knowledge of relevant Acts (PFMA, Treasury Regulation) and transversal systems (SAP, BAS, SRM)

DUTIES : Capturing of Journals on SAP system. Budget Capturing on BAS. Aligning expenditure against budget. Allocate approved budget to programmes, clinics & CHC in accordance with the district priorities. Budget capturing. Check whether the budget reconcile with the approved budget letter. Correct all differences including items without budget. Compile financial reconciliations. Capture SCOA codes on RLS 01. Release transactions on SRM. Clearing suspense account and theft & loss account. Submit monthly reports to Head Office on time.

ENQUIRIES : Ms. M.E Tshabalala, Tel No. (011) 876-1760

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People

with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 27 November 2020

POST 26/231 : **HUMAN RESOURCES DEVELOPMENT OFFICER REF NO: ODI/30/10/2020/01**

SALARY : R257 508 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : A three- years Diploma/Degree in HRM/HRD with a minimum of three years' experience in training and development. PERSAL certificate, driver's license. Sound knowledge of skill development Act, PSA, SKLA, SAQA, NQF, NSDS, EEA, good communication skills, facilitation and presentation skills, problem solving and analytical skills, report writing skills and be computer literate.

DUTIES : Coordinate orientation and induction programme. Coordinate skills audit and training needs analysis process. Coordinate, develop and implement the workplace skills plan (WSP) and liaise with training providers. To ensure effective coordination of internal and external training programmes. To ensure effective Human Resources Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learnership programmes. Compile and submit training report to management. Serve as secretary and advisor during training committee meetings. Monitor implementation of PMDS system. Advice management and staff on new PMDS system. Facilitate the implementation of Employment Equity and perform any other delegated tasks by the relevant manager.

ENQUIRIES : Mr. LR Sekwele Tel. No: (012) 725 2460
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : 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 certified copies allowed. Certified copies should not be more that than six months old

CLOSING DATE : 04 December 2020

POST 26/232 : **MATERIAL RECORDING CLERK REF NO: 06/2020**
Directorate: Supply Chain Management

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 certificate/ Diploma in Supply Chain Management or equivalent, 1-2 years' experience of Supply Chain Management environment. Knowledge of Supply Chain Management practices, procedures, PFMA, Treasury regulations. Proven computer literacy in MS Office package (MS Word), MS Excel and MS Outlook. Good communication, Filing and report writing skills. Ability to work under tight deadlines and pressure. Ability to maintain a good interpersonal relationship, work in a team and problem solving. A valid driver's licence will serve as an added advantage and willing to rotate within the section.

DUTIES : Perform administration duties with regard to Supply Chain Management services including inventory management. Replenishing of stock on SAP related forms, capturing of data and compiling SCM related reports. Performing stocktaking, asset management and receiving tasks. Manage and update Tally cards (VA 10's) and receiving documents for receiving and issuing of stock. Ordering, posting and inventory balancing. Ensuring that stock is ordered according to minimum and maximum stock level. Adhere to OHS regulations. Working extra hours when required to do so.

Create shopping carts, capturing GRV on SAP/ SRM system and requesting quotations from Central Supplier Database (CSD). Manage transit In /Out for all consumables and non-consumable items and filing documents accordingly

**ENQUIRIES
APPLICATIONS**

: Mr WP Mathe Tel No: (012) 354 – 6219
: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications. (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be 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. Males and people with disability are encouraged to apply

CLOSING DATE

: 27 November 2020

POST 26/233

: **ENGINEERING TECHNICIAN ASSISTANT REF NO: CHBAH: 338 (X1 POST)**
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 – R204 612 per annum (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Grade12, with National Diploma in clinical/Biomedical/Electrical engineering or equivalent qualification that allows registration with the Clinical Engineering Association of South (CEASA) with at least 1-year experience in maintenance of medical equipment in a clinical environment. Be a member of Clinical Engineering Association of South Africa (CEASA). Valid driver license will be added as advantage. Must be computer literacy (Ms Office). Knowledge of the acts that is governing Clinical Engineering and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle confidentially information. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Good telephone etiquette. Must be self-motivated. Ability to work under pressure and ability to process task within set deadlines. Organizing skills, analytical thinking skills, problem solving and interpersonal relationship skills. Ability to maintain discipline. Good office management skills. Ability to work independently and in a team. Must be prepared to engage in intensive labour practices. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Establish and maintain an accurate computerised asset management system. Generate and manage medical equipment replacement plan for all priority 1 and 2 medical equipment for the hospital. Perform first line repairs, modification and installation on equipment, utilising the necessary test equipment, in accordance with the standard and recommendation of original equipment manufacturers (OEM) and/or governing agencies

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| | : | control and management of maintenance conducted by suppliers and acceptance thereof. Obtain and perform pre-acceptance inspections according ECRI standard on new, demo, and loan equipment. Monitor and report on equipment failure trends and cycle cost. Engagement with end-users regarding functionality of equipment's, and determine the correct specification and standard of the required equipment as per protocols |
| <u>ENQUIRIES</u> | : | Ms. T.T. Ravele Tel No: (011) 933-0537 |
| <u>APPLICATIONS</u> | : | Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.No faxed or emailed will be considered. |
| <u>NOTE</u> | : | Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. |
| <u>CLOSING DATE</u> | : | 04 December 2020 |
| <u>POST 26/234</u> | : | <u>HR FILING CLERK (REGISTRY SERVICE) REF NO: STDH/00031 (X1 POST)</u> Directorate: Human Resource Administration |
| <u>SALARY</u> | : | R173 703 – R204 612 per annum plus benefits |
| <u>CENTRE</u> | : | Sizwe Tropical Disease Hospital |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate. Diploma/certificate in Human resource management and related field or records and archival studies will be an added advantage. Experience in administration and registry set up will serve as an advantage. Understanding of Public service environment, Knowledge of PERSAL and HR Procedures. Good communication skills, computer literacy is essential. Ability to identify, classify and record variety of official documents. Ability to maintain confidential information. Ability to work independently and work under pressure. |
| <u>DUTIES</u> | : | Filing of all HR documents alphabetically in the filing cabinets, open and close files. Receive, sort and distribute incoming and outgoing mail, and distribute HR circulars and internal memos. Take minutes during HR meetings. Open a destruction register for disposal of unsuccessful job applications. Record and dispatch outgoing correspondences/mail. Implement the filing/records classification system and ensures safeguarding of records/files. Render archival services, trace, store and retrieve documents and files. |
| <u>ENQUIRIES</u> | : | Ms KB Ngoepe Tel No: (011) 531 – 4374 |
| <u>APPLICATIONS</u> | : | 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 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.)

CLOSING DATE : 27 November 2020

POST 26/235 : **FINANCE CLERK REF NO: ODI/30/10/2020/02**

SALARY : R173 703 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 certificate with two years relevant experience in Finance/Revenue collection or a minimum of three years National Diploma/ Degree in Accounting, Internal auditing, Cost accounting and Finance management with 1-year experience in Finance/ Revenue. Must have knowledge of PFMA, Treasury regulation and DORA. Thorough knowledge of PAAB/ MEDICOM system, BAS, E-Receipting (SAPS) and UPFS. Experience in the field of financial environment and hospital policies would be an advantage. Good communication (verbal, written and report writing) skills. A valid driver's license will be an added advantage. Must be computer literate and be able to work under pressure.

DUTIES : Billing and submission of patient account to debtors, tracing all outstanding debts. Capturing payment on PAAB and updating of patient's information. Drawing reports on BAS. Capturing, processing allocating money through E-receipting (SAP). Write offs of irrecoverable patient account on daily basis. Revenue reconciliations done on monthly basis. Submitting Annexure F and other report on monthly basis to Head office. Meet reporting deadlines. Perform any duties related to finance assigned by supervisor.

ENQUIRIES : Mr. PM Chaba Tel No: (012) 725 2404
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

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

CLOSING DATE : 04 December 2020

POST 26/236 : **CLIENT INFORMATION CLERK REF NO: STDH/00032 (X1 POST)**
 Directorate: Administration

SALARY : R173 703 – R204 612 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Requirement: Grade 12 or equivalent. Computer literate. Switchboard or Call Centre will be an added advantage. Ability to communicate well with Clients at different level and different background. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal relationship skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Must be self-motivated. Knowledge and application of the Batho-Pele Principles. Applicant should be prepared to work Shift/Standby.

DUTIES : Handle incoming calls, outgoing call and transfer calls to appropriate extensions. Making calls on behalf of Staff, keeping records and taking messages. Sending of bulk messages. Answering general enquiries pertaining to hospital Client and Staff. Report faulty telephone lines and keep record. Keeping track with Doctors call rooster and be able to use

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| | | Paging System. Comply with the Performance Management and Development System. |
| <u>ENQUIRIES</u> | : | Ms L Sibeko Tel No: (011) 531 – 4340 |
| <u>APPLICATIONS</u> | : | 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 |
| <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> | : | 27 November 2020 |
| <u>POST 26/237</u> | : | <u>ENROLLED NURSE REF NO: E/N/10/2020</u> Directorate: Nursing Education |
| <u>SALARY</u> | : | R171 381 – R242 166 per annum |
| <u>CENTRE</u> | : | Rahima Moosa Campus |
| <u>REQUIREMENTS</u> | : | Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Grade 1: Minimum of 2 years appropriate experience after registration as a Staff Nurse (Enrolled Nurse). Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills and ability to function as part of a team. Knowledge of Batho Pele principles and Patient's rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. |
| <u>DUTIES</u> | : | Measure, interpret and record vital signs. Give Health Education to patients. Assist professional nurses with procedures. Provide Elementary Nursing services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor /Manager. Work with other stakeholders and be an advocate for the patient. |
| <u>ENQUIRIES</u> | : | Mrs Gassiep Tel No: (011) 247- 3345-3300 Mr A.T Tsoke 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> | : | All applications must be submitted with z83 form cv and certified copied 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> | : | 27 November 2020 |

POST 26/238

SECURITY GUARD REF NO: CHBAH: 339 (X2 POSTS)

Directorate: Logistics

SALARY
CENTRE
REQUIREMENTS

R122 595 – R144 411 per annum (Level 03) (plus benefits)

Chris Hani Baragwanath Academic Hospital

Grade 10 with 0-2 years' experience or Grade 12 with no experience. A PSIRA Grade C certificate. Must be PSIRA registered. Knowledge of the Fire-arms Control Act, Control of Access to Public Premises and Vehicles Act, PSIRA Act, Trespass Act. Knowledge in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Report writing skills. Ability to organize and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients' Rights Charter and other key priorities impacting on service delivery.

DUTIES

Protect State property, employees, visitors and patients in the hospital for 24 hours. Access control and searching of both vehicles and pedestrians. Reporting of security breaches. Operate and maintain security equipment. Escort patients, visitors and contractors. Report breaches and defects. Write statements and testify in court. Escort Finance personnel within hospital premises. Switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with the management of queues; assist with the restraining of patients, conduct hourly patrols, access control and searching of vehicles and persons. Control of traffic on premises. Operate and maintain security equipment. Clamping of incorrectly parked vehicles, provide directions to patients and visitors. Comply with Security dress code at all times. Implementation of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the Rotation roaster. Be willing to undergo continuous training and development programs. Attend Meetings as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

Mr. L.J. Mnisi Tel No. (011) 933-9549

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as

required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 04 December 2020

POST 26/239

: **LAUNDRY DRIVER REF NO: CHBPL: 340 (X3 POSTS)**

Directorate: Laundry Department

SALARY
CENTRE
REQUIREMENTS

: R122 595 - R144 411 per annum (Level 03) (plus benefits)
: Chris Hani Baragwanath Provincial Laundry (CHBPL)
: Abet Level 4, Driver's license code 10 or 14 with PDP drivers permit
Between 2 and 5 years' experience in driving. Basic knowledge of the legislative framework and processes related to handling of vehicles in government. Ability to work under pressure, ability to work independently and in a team, ability to communicate well with people at different levels. Ability to act with tact and discretion. Must be self-motivated. Must be prepared to work shifts which includes, fixed and, after hours, night duty, weekends and public holidays. Must be prepared to undergo a driving test. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

DUTIES

: Execute all authorized transportation trips of linen, staff, records, linen to relevant destinations. Check the level and condition of fuel, oil, tires all times before driving a vehicle. Report immediately any accidents, minor and major defects on the vehicle to supervisor. Comply with the Occupational Health and Safety Act prescripts and procedures at all times. Complete vehicle log book as prescribed by legislations. Attend to enquiries in a professional manner and give guidance and advice.

ENQUIRIES
APPLICATIONS

: Ms Thembekile Ndamane Tel No: (011) 933-8385/8845
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

NOTE

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

CLOSING DATE

: 04 December 2020

POST 26/240 : **MESSENGER REF NO: CHBAH: 341 (X1 POST)**
Directorate: Logistics

SALARY : R102 534 – R120 780 per annum (Level 2) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Adult Education and Training (AET/ABET) level 3. Ability to work under pressure. Basic knowledge of legislative framework and processes relating to messaging. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to act with tact and discretion. Ability to organize and plan. Sound verbal and communication skills. Must be self-motivated. Must be prepared to rotate to other units as well as work shifts which include night duty, weekends and public holidays. Knowledge and application of the Batho Pele Principles. Ability to liaise with internal and external stakeholders. It is an inherent requirement of the job to be ethical and maintain confidentiality at all times. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Distribution of internal and external memos, circulars, sorting and delivering of posts. Assist in patient's records and registry functions. Responsible to collect and deliver blood from blood bank. Collect and deliver sputum bottles etc. to and from Laboratory (NHLS), collect medication from pharmacy, collect and deliver bottles from the milk room and deliver it to the wards. Collection of VA2 forms, orders from different offices and submit to Stores department. Exchange books/registers, stationeries from stores. Collection of leave, overtime forms and other documents and submits to leave section (HR). Collecting of documents between offices and departments and submit to the various stakeholders. Ensure that the recipient sign on the delivery book or register. Comply with the rotation roster. Adhere to all legal instruction given to you written or verbally by senior member. Adhere to time lines. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES : Ms J. van Rensburg Tel No: (011) 933- 8756
APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered.

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

CLOSING DATE : 04 December 2020

POST 26/241 : **PORTER REF NO: POR/CMJAH/2020**
 Directorate: Logistics

SALARY : R102 532 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : ABET Certificate. No experience required. Knowledge: of working procedure such as pottering work, cleaning equipment's, working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Cleaning equipment. The following will be an added advantage: Abet level 4 or Grade 10 with relevant experience of between 0-2 years and Customer relations.

DUTIES : Provide 24-hour pottering services to the hospital. Take patients to and stretchers. Helping with transporting of corpses to the mortuary should a need arise or as per management instructions. Ensure that emergency stretchers and wheelchairs are ready at all times, dressing clean stretchers with clean linen. Assist with loading and offloading of patients from ambulances and private cars. Taking instructions from the supervisor and participate in team work

ENQUIRIES : Mr. E. Sithole Tel No: (011) 488 4116
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females are encouraged to apply.

CLOSING DATE : 27 November 2020

POST 26/242 : **CLEANER REF NO: ODI/04/11/2020/01 (X1 POST)**

SALARY : R102 534 per annum (plus benefits)
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 10 or Abet level 4 with 2 years' experience working in the Hospital as a Cleaner. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts, including weekend, night shift and public holidays. Able to work in a team. Must be willing to learn and use different cleaning equipment and detergents. Have knowledge in waste management and infection control equipment and detergents. Have knowledge in waste and infection control will be an advantage. First preference will be given to EPWP of Gauteng Department of Health. Motivation must be attached as a proof of work experience.

DUTIES : Perform routine cleaning service. Cleaning of offices, windows, empty dustbin, wash and strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control practice. Clean all refrigerators. Cleaning of equipment after used.

Collection of waste containers. Perform any other lawful/legal duties delegated by the Supervisor.

ENQUIRIES : Mr. Baloyi GS / Mr. Makgale LL T Tel No: (012) 725 2407/2343

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

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

CLOSING DATE : 04 December 2020

POST 26/243 : **CLEANER REF NO: (X1 POST)**

SALARY : R102 534 – R120 780 per annum (plus benefit)

CENTRE : Tshwane CTC

REQUIREMENTS : Grade 10/ Abet level4. Cleaning experience will be an added advantage. Knowledge of cleaning procedures, colour coding and bucket system as well as the use of cleaning equipment. Ability to read and write. Reliable and punctual.

DUTIES : Provision of cleaning services in the District, rendering comprehensive cleaning services which includes; cleaning offices, corridors and boardrooms by: sweeping, scrubbing, mopping of floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning rest rooms, refilling hand wash liquid soaps, replace toilet papers, handtowels, report broken cleaning machines and equipment

ENQUIRIES : Ms Tinyiko Ndhlovu Tel No: (011) 564 2262

APPLICATIONS : must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to .O Box 8311, Halfway House 1685

NOTE : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full,

CLOSING : 04 December 2020

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please conduct human Resources on 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE : 27 November 2020

NOTE : Shortlisted candidates will be subject to pre- employment screening (vetting). SMS members will undergo a security clearance process by State Security Agency (SSA). All shortlisted candidates for SMS posts will be subjected to a technical exercise. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Please 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 and ID must be attached. To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please conduct human Resources on 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za. It is our intention to promote

representatively (race, gender and disability) in the Public service through the filling of posts and candidates whose transfer/promotion/appointment will promote representivity will be preferred. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. Late application/applications received after the closing date will be disqualified. Errors and Omissions will be rectified. The Department reserves the right not to fill the position (s).

MANAGEMENT ECHELON

- POST 26/244** : **CHIEF OPERATIONS OFFICER REF NO: REFS/006794**
 Branch: g-Fleet Management
 Chief Directorate: Operations
- SALARY** : R1 251 183 per annum. (An all-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bedfordview
 An undergraduate qualification (NQF level 7) in Logistics Management or Operations Management or Finance Management or Business Management as recognized by SAQA and a post graduate qualification (NQF Level 8) will be an added as an advantage. 5 years of experience at a senior managerial level. At least 10 years' experience within the relevant industries and/or roles i.e. corporate services, operations, government, fleet management, strategic management, project management, policy development, marketing and corporate communications experience. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupational Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational processes and structure. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, knowledge management and strategic communication, analytical, negotiation, project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver's license.
- DUTIES** : Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee executive class and pool fleet management services to client department. Monitor and oversee the provisioning of permanent fleet to client's departments. Monitor and oversee Fleet Maintenance Services. Monitor and oversee rendering of Customer Relations Management Services. Render Corporate Services. Develop and implement system of Internal Control and Risk Management for the Chief Directorate. Manage the resources of the component and perform generic management functions.
- ENQUIRIES** : Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660

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| <u>POST 26/245</u> | : | <u>CHIEF FINANCIAL OFFICER REF NO: REFS/006663</u> Branch: g-Fleet Management Chief Directorate: Office of the Chief Financial Officer |
| <u>SALARY</u> | : | R1 251 183 per annum. (An all-inclusive package) The package includes basic salary (70% package), and a flexible portion that may be structured in terms of the applicable guidelines. |
| <u>CENTRE REQUIREMENTS</u> | : | Bedfordview Degree in Commerce, Accounting, Economics or Finance. Registered as a Chartered Accountant with South African Institute of Chartered Accountants will be an added advantage. An 8+ year's management experience in Finance, Supply Chain Management and Asset Management. 5+ year's Senior Management experience. In depth knowledge of accounting practices and standards, acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act, BBBEE Act, Treasury Regulations etc. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational processes and structure. The successful candidate needs to possess the following skills: strategic capability and leadership, management and financial accounting, supply chain management, inventory and asset management, risk management and internal control, financial management, strategic management, people management, honesty and integrity, change management, service delivery innovation, knowledge management and strategic communication, analytical, negotiation, programme and project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver's license. |
| <u>DUTIES</u> | : | Support the Accounting Officer and other heads of units in terms of the execution of functions and duties aligned to the Public Finance Management Act of 1999 and Treasury Regulations. Advise the Head of Entity in a pro-active manner on any matters that have strategic or financial implications. Manage and provide effective and efficient financial management and accounting services. Manage and provide supply chain and asset management services. Manage and facilitate the provision of internal control and compliance services. Develop and implement effective and efficient debtors' management and revenue optimization strategies and systems. Manage the resources of the component and perform generic management services. |
| <u>ENQUIRIES</u> | : | Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660/8600 |
| <u>POST 26/246</u> | : | <u>DIRECTOR: FINANCE REF NO: REFS/006665</u> Branch: g-Fleet Management Chief Directorate: Financial and Management Accounting |
| <u>SALARY</u> | : | R1 057 326 per annum (Level 13) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. |
| <u>CENTRE REQUIREMENTS</u> | : | Bedfordview An undergraduate qualification (NQF level 7) in Finance/Accounting/Financial Management as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Experience in Public Service and registration with the Institute of Professional Accountants will be an added advantage. Knowledge: In-depth knowledge of the Public Finance Management Act 1 of 1999 as amended, the Treasury Regulations, Preferential Procurement Policy Framework Act, B-BBEE Act, Supply Chain Management Policies and other related Public Sector related regulatory frameworks. Thorough |

knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Practice (GRAP), International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS). Skills: A self-motivated professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong finance acumen. Strong computer literacy skills (SAP, MS excel, MS word, Pastel, etc.). Sound interpersonal relation. Effective communication skills (both written and verbal). Problem-solving. Negotiation, decision making and analytical skills. Strong ethical conduct. A valid driver's license.

DUTIES : Provide effective financial accounting, management accounting, asset management, internal control and Supply Chain Management functions, Establish and maintain Internal Control systems. Develop and implement effective debtors and revenue management system. Develop and implement effective payment systems, Preparation of financial reports, handle all internal and external auditors' queries, Develop, implement and monitor Risk Management strategies, policies and procedures and manage the resources of the directorate.

ENQUIRIES : Mr. Mbaso A. Ngumla Tel No: (011) 372 – 8665/8600

POST 26/247 : **DIRECTOR: CORPORATE SERVICES REF NO: REFS/006668**
Branch: g-Fleet Management
Chief Directorate: Corporate Services

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Bedfordview
REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) in business or management or strategy. A least 5 years' in strategic and general management experience in a service-oriented Public Sector environment. An ICT experience or qualification will be an added advantage. Understanding of key drivers for successful support services in an organization, clear understanding of organizational processes and structure. Technical Skills (Business performance measurement (strategic, operational and financial); Budgeting; MS office (Word, PowerPoint, Excel); Policy formulation; Presentation skills; Strategy development and implementation). Managerial Skill: (Resource planning and allocation; Reporting and monitoring; Leadership and Self-management). Attributes: (Meticulous, Big picture thinking with appreciation for detail; Business Writing Skills; Team player; Attention to details; Perform under pressure and results oriented). Responsible for leading and managing the Corporate Services (CS) division (Human Resources, Information Technology, Marketing & Communication, Legal, Securities and Facility) to ensure the provision of efficient and effective services to g-Fleet Management in accordance with legislative and statutory requirements to support the delivery of the organizational goals contained in the strategic and annual performance plans.

DUTIES : Strategic Leadership and Management: Provides strategic leadership within Corporate Services. Contributes substantively to g-Fleet Management's strategy, planning and reporting processes. Contributes towards good governance. Develops overall corporate policies and/or proposals within the related field. Develops and formulates overall CS divisional strategic and annual performance plans which comprise of the following portfolios. Operational Management: Oversees and directs the rendering of efficient and effective CS support to g-Fleet Management business operations. Manages CS operational performance, operations processes, policies, procedures and guidelines. Complies and properly adheres to relevant legislations and statutory requirements. Develops and

implements systems/tools for the execution, monitoring and completion of projects in different business units. Prepares, manages and monitors the capital and operational budget of the CS division. Ensures the effective and efficient budgetary cost control. Effectively leads and manages the CS division by maintaining a motivated team to deliver on g-Fleet Management strategy within the allocated budget. Promotes a culture and practices that reflect the g-Fleet Management values and encourages good performance.

ENQUIRIES : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642

POST 26/248 : **DIRECTOR: FLEET MAINTENANCE REF NO: REFS/006680**

Branch: g-Fleet Management
Chief Directorate: Fleet Maintenance

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Bedfordview

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Trade Test Diploma and National Technical Diploma (NQF6) in Mechanical/Panel Beating/Towing Services will be an added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of Mechanical, Vehicle Towing and Panel Beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle auctioning environment. Knowledge of vehicle market trends. In-depth knowledge of machinery and Occupational Safety Act and Occupational Health and Safety Act. Understanding of the Public-Sector Acts, policies and regulations. A self-motivated, client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation. Cost and quality control. Effective communication skills (both written and verbal). Negotiation, problem-solving, decision making and analytical skill. Strong ethical conduct. A valid driver's license.

DUTIES : Provide Fleet Maintenance services for the Entity. Develop and implement administrative and operational internal controls, processes and systems for the directorate. Develop and implement Risk Management policies and procedures to ensure that the directorate risks are mitigated. Handle all internal and external auditors' queries. Manage client and stakeholder relations for all matters relating to the functions of the directorate. Manage the resources of the directorate and ensure that the directorate deliver on its core functions and services.

ENQUIRIES : Mr. N Nduli Tel No: (011) 372 – 8600/8642

OTHER POSTS

POST 26/249 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/006669**

Branch: g-Fleet Management
Chief Directorate: Financial and Management Accounting

SALARY : R733 257 per annum. (Level 11) (An all-inclusive remuneration package)

CENTRE : Bedfordview

REQUIREMENTS : A tertiary qualification degree (NQF Level 6) recognized by SAQA majoring in Financial Accounting. A minimum of 5 years' working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of

resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standards(IFRS), International Public Sector Accounting Standards (IPSAS) and Public Sector policies. Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently under pressure, organization and planning. Excellent communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver's license.

DUTIES : Ensure effective management of g-Fleet's assets. Establish and maintain appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations, GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement, and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial accounting systems for g-Fleet assets. Execute asset verification on regular basis. Ensure reconciliation of Asset Register and Trial Balance is performed monthly. Ensure that all quotes provided to client departments are correct and provided timeously. Provide specialized asset management service. Handle all external and internal audit queries. Compile and submit all required administrative reports. Manage the resources of the component and perform generic management functions

ENQUIRIES : Mr. Matodzi Mamatsinya Tel No: (011) 372 – 8600/9000

POST 26/250 : **DEPUTY DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006682**

Branch: g-Fleet Management
Chief Directorate: Fleet Maintenance

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (An all-inclusive remuneration package)
: Bedfordview
: An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, effective communication (both written and verbal), problem-solving, decision making and analytical skills. Record keeping. A valid driver's license.

DUTIES : Manage towing and recovery of all the Entity's vehicles. Provide functional and technical advice and guidance to the Entity's Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditor's queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652

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| <u>POST 26/251</u> | : | <u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: REFS/006677</u> Branch: g-Fleet Management Chief Directorate: Corporate Services |
| <u>SALARY</u> | : | R733 257 per annum (Level 11) (An all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Bedfordview |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma /Bachelor's Degree in Human Resources or equivalent NQF 6 qualification. Minimum 5 years' experience as a human resources management generalist of which 3 years must be at a managerial level preferably in the Public Sector. A qualification in Labour Relations will be an added advantage. Extensive experience in an integrated Human Resources Management Sphere Excellent communication (written and verbal) skills and an ability to communicate with managers at all levels. Sound computer literacy (Microsoft packages) capabilities. Driver's license. Ability to work under pressure and beyond normal working hours. Ability to present Labour Relations related programmes e.g. grievance procedure, etc. Ability to investigate misconduct cases and represent the Entity in Disciplinary Enquiries and handle disputes at the CCMA and GPSSBC. |
| <u>DUTIES</u> | : | Ensure overall management of the Sub-Directorate Human Resources Management in terms of staff and resources. Ensure the provision of a best practice recruitment and selection services. Overall management of the provision of employee services benefits and conditions. Manage the provision of an integrated employee wellness service. Develop and implement strategies to facilitate sound labour relations in the entity. Ensure that the job evaluation process is implemented and carried out in G-Fleet in accordance with relevant legislative requirements. Ensure the implementation of a career management and development strategy. Ensure that the necessary administrative and operational; systems are implemented to support the above. Provide an information management services based on trends and analysis. Prepare and submit all HR related reports (Monthly, quarterly and annual). Perform any other task as delegated by the Director: Corporate Services. Ensure compliance to processes, procedures and controls. Manage resources allocated to the sub-directorate. |
| <u>ENQUIRIES</u> | : | Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642 |
| <u>POST 26/252</u> | : | <u>SENIOR LEGAL ADMIN OFFICER MR6 REF NO: REFS/006676</u> Branch: g-Fleet Management Chief Directorate: Corporate Services |
| <u>SALARY</u> | : | R473 820 - R533 772 per annum. (Basic notch plus benefits) and from (R763 212 - R1 140 828.) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience) |
| <u>CENTRE</u> | : | Bedfordview |
| <u>REQUIREMENTS</u> | : | At least 8 years' post admission experience. At least 3 years' relevant supervisory experience. Admitted Attorney or Advocate. Experience in the Public Service would be an advantage. Relevant Bachelor's degree (LLB) or BProc. Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation. |
| <u>DUTIES</u> | : | To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services. |
| <u>ENQUIRIES</u> | : | Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642 |
| <u>NOTES</u> | : | Shortlisted candidates will be subjected to pre-employment screening (vetting). "All shortlisted candidates for SMS posts will 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 panel will |

recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidate will be subjected to security clearance by SSA. Signing of performance contract: Mandatory.

- POST 26/253** : **ASSISTANT DIRECTOR: REVENUE REF NO: REFS/006675**
Branch: g-Fleet Management
Chief Directorate: Office of the CFO
- SALARY** : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview
REQUIREMENTS : NQF level 6 (National Diploma or Degree in Finance). A minimum of 5 years' relevant working experience in financial accounting environment is required of which at least three years should be on supervisory level in the same field. Knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, Treasury Regulations and other related Public Sector regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Principles (GRAP), International Public Sector Accounting Standards Board (IPSASB) and International Financial Reporting Standards (IFRS). Excellent communication skills (verbal and written). Strong computer literacy skills (MS Word, MS excel, SAP, PASTEL). Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem - solving, planning and organizing skills.
- DUTIES** : Overall management of the revenue section, Develop, maintain and implement effective revenue and debtors 'management control systems. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Ensure that money due to Entity is collected on time. Development and implementation of sound financial accounting services regarding: Cashbook, Debtors control accounts, Monthly reconciliations and Debt Collection.
- ENQUIRIES** : Mr. Matodzi Mamatsinya Tel No: (011) 372 – 8600/8604
- POST 26/254** : **ASSISTANT DIRECTOR: SCM REF NO: REFS/006679**
Branch: g-Fleet Management
Chief Directorate: Finance
- SALARY** : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview
REQUIREMENTS : NQF level 6 (National Diploma or Degree in Finance). A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Supply Chain Management Environment. Excellent computer literacy, including e-mail and internet skills. Proficient knowledge and skills of finance practices as well as good knowledge of the public service finance management framework. Excellent communication, writing and reporting skills.
- DUTIES** : Manage all functions related to sourcing, tenders and compliance management. Coordinate and manage purchasing and services. Establish a fair, equitable, transparent, competitive and cost effective supply chain management system. Maintain consistency in the application of all SCM prescripts. Ensure compliance with ethical standards and prevent abuse of supply chain management system. Manage entity tender's contracts and records. Manage entity's resources (Physical, Human and financially). Perform any other tasks as delegated to you.
- ENQUIRIES** : Mr. Thulani Mkwanazi Tel No: (011) 372 – 8600/9000

POST 26/255 : **ASSISTANT DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006688**
Branch: g-Fleet Management
Chief Directorate: Fleet Maintenance

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Fleet Maintenance Environment. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle market trends. Understanding of the Public-Sector Acts, policies and regulations. A client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, cost and quality control, negotiation, effective communication both (written and verbal), problem-solving, decision making and analytical skills. Strong ethical conduct. A valid code 8 driver's license.

DUTIES : Manage panel beating and mechanical repairs processes for the Entity. Assess vehicles to determine whether vehicles should be disposed or not. Assist with the development and maintenance of the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditors' queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652

POST 26/256 : **ASSISTANT DIRECTOR: CLIENT LIAISON REF NO: REFS/006702**
Branch: g-Fleet Management
Chief Directorate: Customer Management Services

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year Tertiary qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages (MS word, excel, e-mail, power point – ability to draft power point presentations). A valid driver's license. Proficient knowledge and skills of communication practices including good knowledge's of the public service management framework. Good interpersonal skills, problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours. Willingness to travel to other provinces.

DUTIES : Ensure overall management of the Client Liaison section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-Fleet in accordance with relevant legislative requirements. Managing the daily running of the Client Liaison unit, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Prepare Client

progress reports and lead meetings with Clients. Extract reports, analyse findings and make recommendations. Determine training needs of Client portfolio, and present training programmes to Clients. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 26/257 : **ASSISTANT DIRECTOR: CLIENT SERVICE CENTRE REF NO: REFS/006664**

Branch: g-Fleet Management
Chief Directorate: Customer Management Services

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview

REQUIREMENTS : An appropriate 3-year qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages. A valid driver's license. Proficient knowledge and skills of communication practices including good knowledge's of the public service management framework. Good interpersonal skills problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours.

DUTIES : Ensure overall management of the Client Service Centre section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-Fleet in accordance with relevant legislative requirements. Managing the daily running of the Client Service Centre, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Provide information management services based on trends and analysis. Extract reports, analyse findings and make recommendations. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 26/258 : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006674**

Branch: g-Fleet Management
Chief Directorate: Corporate Services

SALARY : R376 596 per annum (Level 09) plus benefits
CENTRE : Bedfordview

REQUIREMENTS : An appropriate 3-year National Diploma /Bachelor's Degree in Information Technology or equivalent NQF level 6 qualification A minimum of 3-5 years' working experience in the relevant environment of which at least 3 years must have been at supervisory level in the same field. Experience in information systems development and support. Knowledge and experience of JAVA, VB.Net, ASP.Net and MS SQL. Application development methodologies. Business requirements writing experience. Practical knowledge of Systems Development Life Cycle (SDLC) and can work under pressure. Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow centric skills will be an added advantage.

DUTIES : Render system development, support and maintenance services. Perform data administration functions. Co-ordinate server and network services and availability services. Co-ordinate ICT software and hardware asset management function. Research and development. Assist in managing

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| | : | budget and mitigating risks for sub-directorate. Handle all internal and external auditors' queries. Compile weekly, monthly and annual reports or as when requested. Manage resources allocated to the sub-directorate. |
| <u>ENQUIRIES</u> | : | Mr. Chris Masombuka Tel No: (011) 372 8600/8642 |
| <u>POST 26/259</u> | : | <u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: REFS/007283</u> |
| | : | Branch: g-Fleet Management |
| | : | Chief Directorate: Corporate Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R376 596 per annum (plus benefits) |
| | : | Bedfordview |
| | : | Tertiary qualification in Construction or Building Management and between 5 and 10 years' experience. Grade 12 or equivalent qualification and more than 10 years' experience in the built environment. Formal qualification in Project and Facilities Management. Qualification in National Archives Record Management or Library Services will be an added. Qualification in OHS Act will be an added advantage. Experience in Building refurbishments and Construction. High level of facilities maintenance knowledge and experience (Preventative and reactive maintenance). Experience in facilities maintenance of hard and soft services. Sound knowledge of Occupational Health & Safety Act and Regulations. Proven experience in Managing projects. Facilities Helpdesk Management will be an added advantage. Experience in Records Management in the Public Sector. Previous experience in managing a team and relevant management experience is a must. Knowledge of HR, Finance and Procurement processes in the Public Sector will be an added advantage. Knowledge of the Public Finance Management Act (PFMA). Good communications skills. Must be fully computer literate. Report writing skills. The candidate must be a team Player (have the ability to work independently and with the team). Client orientated. Must have a sense of responsibility, loyalty and ability to work under pressure. Willingness to work standby and abnormal hours when required. Valid Driver's License. |
| <u>DUTIES</u> | : | Identify risk areas of g-Fleet's buildings and other physical facilities that require refurbishment and / or maintenance. Compile specifications, procurement requests and submissions for the provision of required maintenance. Develop and Implement preventative maintenance schedule. Facilitate tender processes for maintenance/ refurbishment projects. Facilitate the development of emergency evacuation procedures for buildings. Develop and implement a project plans to ensure that required refurbishment and maintenance is implemented as required. Liaise with the relevant stakeholders for the refurbishments and maintenance work. Oversee and manage all maintenance and construction projects. Facilitate furniture and fixture requirements for buildings. Liaise with relevant unit in facilitating asset maintenance and or management. Manage Facilities Maintenance Helpdesk as per the Standard Operating Procedures. Initiate and implement and manage Registry Services in g-Fleet per the requirements by the National Archives of South Africa (National Archives and Records Service of SA Act). Contract/SLA management of facilities maintenance service providers. Verify submitted invoices against maintenance and refurbishments/construction conducted, sign for checking conducted and submit for approval. Staff Management. |
| <u>ENQUIRIES</u> | : | Ms. Amanda Matiwane Tel No: (011) 372 8600/900 |
| <u>POST 26/260</u> | : | <u>BUSINESS ANALYST: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006699</u> |
| | : | Branch: g-Fleet Management |
| | : | Chief Directorate: Corporate Services |
| <u>SALARY</u> | : | R316 791 per annum (plus benefits) |

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| <u>CENTRE REQUIREMENT</u> | : | Bedfordview |
| | : | Matric Certificate plus a 3-year Diploma / National Diploma /Degree in Information Technology /Business Information Systems or Related Qualification or equivalent NQF level 6/7 qualification. A minimum of 3-5 years' working experience in the relevant field. Experience in information systems development and support. Knowledge and experience in JAVA, VB.Net, ASP.Net and MS SQL, Project development methodologies, Business requirements gathering and writing experience, Practical knowledge of Systems Development Life Cycle (SDLC). Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow-centric skills will be an added advantage. Knowledge in Business Analysis Tools and Techniques; System Analysis; SDLC; Process Mapping; Project Management Body of Knowledge (PMBOK); Skills: Analytical skills; Interpersonal skills; Training skills; Workshop facilitation skills; Problem Solving skills; Team Player; Project Management; Research skills; People management skills; Conceptualization; Contextualization; Communication: Good verbal and written communication skills; Ability to communicate at all levels; Creativity: Ability to organize and initiate work activities; Sourcing/gathering of Information; Evaluation; Decision making and innovative; Other: Self driven, Strong work ethic, Reliable, Honest and a positive attitude. |
| <u>DUTIES</u> | : | Investigate and analyses Departmental processes and systems. Identify and maximize opportunities to use information technology to improve services. Develop business cases. Develop business process models incorporating specified requirements and accepted best practices. Develop business and functional requirements for identified processes and systems. Model business processes and systems to identify gaps/shortcomings/duplications. Test developed solutions. Co-ordinate/facilitate user acceptance testing and training workshops. Participate in the development, maintenance and implementation of business systems. Introduction of modern technologies for system improvements. Ensure appropriate deployment of systems in the department. Implement information security protocols and regulation. Provide analytical advice on business processes and systems. |
| <u>ENQUIRIES</u> | : | Mr. Chris Masombuka Tel No: (011) 372 – 8600/8642 |
| <u>POST 26/261</u> | : | <u>SENIOR DESKTOP TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006700 (X2 POSTS)</u> Branch: g-Fleet Management Chief Directorate: Corporate Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R316 791 per annum (plus benefits) |
| | : | Bedfordview |
| | : | An appropriate 3-year Diploma /National Diploma /Bachelor's Degree in Information Technology or equivalent NQF level 6/7 qualification. A minimum of 3-5 years' working experience in the relevant field. Experience in information systems development and support. Knowledge and experience in JAVA, VB.Net, ASP.Net and MS SQL. Project development methodologies, Business requirements gathering and writing experience, Practical knowledge of Systems Development Life Cycle (SDLC). Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow-centric skills will be an added advantage. |
| <u>DUTIES</u> | : | Development and deployment of new applications, systems software and/or implement enhancements to existing applications. Ensures developed systems meet institutional requirements and goals, fulfil end- |

user requirements, and identifies and resolves systems issues. Apply automated software and system management tools for the development of systems and applications. Leads pretesting phase of development by evaluating proposals in order to identify potential problem areas and make the appropriate recommendations. Manages application development processes. Liaises with network administrators and software engineers to assist with quality assurance, program logic, and data processing. Provides technical leadership to project managers and programmers. Reviews and analyses existing applications' effectiveness and efficiency and develop strategies for improving or leveraging these systems. Researches and makes recommendations on software products and services. Ensures new software integration into systems meets functional requirements, system compliance, and interface specifications. Design and develop customized applications in line with best practice technologies. Provide training and operational support to staff and, when necessary, to external clients. Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware deployment. Develop preventive maintenance procedures to avoid system failures. Maintain computers printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e. Operating system, Software Packages, Security applications and configurations. Perform repairs and replacements of software and hardware peripherals.

- ENQUIRIES** : Mr. Chris Masombuka Tel No: (011) 372 – 8600/8642
- POST 26/262** : **LEGAL ADMIN OFFICER (MR1-MR5) REF NO: REFS/007282 (X2 POSTS)**
 Branch: g-Fleet Management
 Chief Directorate: Corporate Services
- SALARY** : R198 411 - R533 772 per annum. (Basic notch plus benefits) and from (R763 212-R912 504) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience)
- CENTRE REQUIREMENTS** : Bedfordview
 : Relevant Bachelor's degree (LLB) or BProc Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation, at least 3 - 5 years' experience, Experience in Civil Litigation Especially Collision of Motor vehicle, experience in the Public Service would be an advantage. Research, to handle litigation.
- DUTIES** : To provide litigation services, to provide legal opinions, to render legal contract administration services. Manage the operational processes, resources and procedures associated with Legal Services. To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions. to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.
- ENQUIRIES** : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642
- POST 26/263** : **ARTISAN PRODUCTION GRADE A: TOWING & AUCTIONS REF NO: REFS/006697**
 Branch: g-Fleet Management
 Chief Directorate: Operations
- SALARY** : R190 653 – R211 596 per annum. (An all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Bedfordview
 : A tertiary qualification recognized by SAQA. National Technical Certificate with Trade Test (Mechanical/Panel Beating) with 1 year relevant working

experience. Knowledge: Understanding of mechanical, vehicle towing and panel beating environment. A valid driver's license. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Ability to tow vehicles. Computer literacy, including email and internet skills. Must be able to work under pressure.

DUTIES : Assist the Senior Artisan Practitioner with all tasks related to towing and auctions. Ensure that policies and standards related to towing and auctions are adhered to. Perform mechanical, towing and auction administration duties, data capturing and filing. Arrange for towing of all vehicles from the merchants, clients and regional offices i.e. vehicles declined for repairs. Formally inform client departments of their withdrawn vehicles. A valid driver's license

ENQUIRIES : Mr. Sifiso Mhlongo Tel: 011 372 8600/8654

POST 26/264 : **ARTISAN PRODUCTION GRADE A: PANEL BEATING AND MECHANICAL REF NO: REFS/007284 (X4 POSTS)**
Branch: g-Fleet Management
Chief Directorate: Operations

SALARY : R190 653 – R211 596 per annum. (An all-inclusive remuneration package)

CENTRE : Bedfordview

REQUIREMENTS : National Technical Certificate (Mechanical/Panel Beating) with an appropriate Trade Test. National Diploma in Mechanical Engineering will be added advantage. A valid driver's license. Minimum relevant working experience post obtaining the Trade Test Certificate. Knowledge: Understanding of mechanical, panel beating and fleet management environment. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Computer literacy, including email and internet skills. Must be able to work under pressure. Organizing, planning, leadership and coordinating skills.

DUTIES : Manage the quality of repairs and servicing on g-Fleet vehicles. Planning and organizing all maintenance inspections. Determine if the vehicle is economical to repair or not. Complete and return repair requisitions and assist in ordering and controlling the workshop materials and tools. Monitoring and ensuring quality of repairs and services done by service providers. Ensure that policies and standards related to panel beating and mechanical repairs are adhered to. Perform panel beating and mechanical administration duties, data capturing and filing. Manage the training and development of all artisans and apprentices allocated to the unit. Prepare weekly, monthly and annual reports.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 8600/8654

POST 26/265 : **DRIVER REF NO: REFS/0067285 (X2 POSTS)**
(2-year contract)
Branch: g-Fleet Management
Chief Directorate: VIP and POOL Service

SALARY : R122 595 per annum

CENTRE : (East London Regional Office and Cape Town Regional Office)

REQUIREMENTS : Grade 10 equivalent NQF level 2 qualification. Requirements: relevant experience as chauffeur. Knowledge of the city in which the functions will be performed. The ability to drive both manual and automatic transmission vehicles. Good interpersonal relations, good verbal and written communication skills. Ability to read and write. A valid code EB, EC 1, Driver's license and PDP required.

DUTIES : Post: Receive daily trip instruction and execute them effectively and manage the allocation and completion of all trip requisition documentation on daily basis. Submit all allocated and completed trip requisitions same day or by 9H00 next day. Apply proper document management practices

for all documentation being handled and ensure the proper use of any vehicle allocated to perform duties, taking into consideration all policies, procedures and legislation governing the use of a vehicle, e.g. Accident/damage/losses reporting, trip authority, safe keeping, etc., ensure cleanliness and present ability of the allocated vehicle as well as person at all times and ensure the continuous validity and renewal of driver's license and PDP's. Ensure that service schedules of vehicles allocated are adhered to and affected timeously. Assist in administrative duties within office.

ENQUIRIES

: Mr. Douglas Scott/ Ms. Petunia Francisco Tel No: (011) 372 – 8600/900