

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

*Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration. People with disability are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Applicants must apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	11 December 2020
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Emailed, hand delivered or posted applications will not be accepted.

**OTHER POST**

<b><u>POST 27/161</u></b>	:	<b><u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: REFS/007433</u></b> Chief Directorate: Risk and Integrity Management
<b><u>SALARY</u></b>	:	R733 257 per annum, An all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus 3-years National Diploma (NQF level 6)/ Bachelor Degree (NQF level 7) in Risk Management or Internal Audit, 5-7 years working experience with 3 years' junior management experience. Valid code 8/10 driver's License. No criminal record or cases pending against you. Knowledge and skills: Knowledge of risk management policies and frameworks, relevant legislations relating to risk management, human resource management, programme and project management, records management, planning and organising, problem solving and analysis, decision making, knowledge management change, Business Continuity Management, change management, communication, analytical, negotiation, computer literacy, professionalism, decisive, efficient and effective, accessible, team player, customer focus, proactive and resourceful, attention to detail. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Management of Risk processes. Manage Human Resource. Manage and facilitate the development of organizational and risk management policies, strategies and framework. Development and monitor organizational risk management implementation risk plan. Conduct continuous organizational risk management assessment, identify risk and develop responses strategy. Monitor the implementation of risk assessment responses strategy. Facilitate the capacity building of departmental staff on organizational risk management

policies, processes and procedure. Facilitate and coordinate Internal and External Audits. Identify and manage business continuity disruptions.  
Ms. Makgopa Evelyn Tel No: (011) 689 3726/3845/3941

**ENQUIRIES**

:

**DEPARTMENT OF EDUCATION**

**APPLICATIONS**

:

Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001. District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456.

**CLOSING DATE**

:

11 December 2020

**NOTE**

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It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training/course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

**ERRATUM:** Please note that the post of Physical Planner, Sub-Directorate: Finance and Administration (**Johannesburg North District**) with Ref No: JN2020/11/25 advertised in Public Service Vacancy Circular 25 dated 30 October 2020, has been withdrawn.

**MANAGEMENT ECHELON**

**POST 27/162**

:

**DIRECTOR: COLLECTIVE BARGAINING REF NO: HO2020/12/01**

(5 years fixed term contract performance based)

Chief Directorate: Strategic Human Resource Management

**SALARY**

:

R1 057 326 per annum (an all-inclusive package)

**CENTRE**

:

Head Office, Johannesburg

**REQUIREMENTS**

:

An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, PSCBC Resolutions, Collective Agreements. GPSSBC Resolutions, White Paper of Transforming Public Service, Basic Conditions of Employment Act and Human Resource Policies, Competencies: Policy Development and Research, Communication written and verbal, Computer Literacy, Communication written and verbal, Problem Solving and Conflict Resolution.

**DUTIES**

:

Manage and Promote Collective Bargaining initiatives at National and Provincial level. Ensure that managers are kept abreast of all new collective bargaining matters within the department. Manage the collation of line function inputs to be incorporated in the Collective Bargaining process. Oversee the provision of collective bargaining reports to management. Oversee the

provision of professional advice and support to employers participating in the collective bargaining process. Monitor the implementation of recommendations provided by Collective Bargaining structures. Research and evaluate efficacy of concluded Collective Agreements and suggest areas of review. Oversee the research of negotiation agreements that will ensure equitable conditions of service and remuneration for employees. Oversee the review of Collective Agreements to maintain labour peace. Oversee the implementation of appropriate corrective measures by management. Oversee the continuous reporting of audit findings relating to the correct interpretation and implementation of Collective Agreements to the HoD. Oversee the mediation on dispute cases and ensure labour peace. Represent the employer in facilitation of mediation because of disputes, industrial action and conflict. Advocate advisory services to management and employees and recommend interventions on dispute prevention and resolution. Manage the maintenance of records of departmental mediation resolutions in maintaining labour peace. Prepare submissions to the MEC for mandates on mutual interest matters that are subject of the negotiations at the Public Service Collective Bargaining Council (PSCBC). Participate in the development of Collective Bargaining Policies, Procedures and Guidelines. Participate in the development of the departmental Labour Relations Act policy, procedures and guidelines. Provide input on provincial Collective Bargaining and Labour relations Act policies and procedures. Conduct workshops/ presentations as part of Collective Bargaining implementation. Ensure compliance on relevant legislation, regulatory framework and reporting requirements. Participate in relevant Sectorial Chambers Chambers/ Stakeholder Engagements Sessions. Represent the employer in the national Education Labour Relations Council (ELRC) bargaining chambers. Represent the employer in the Provincial Educators Labour Relation Council (PELRC), (GPSSBC) bargaining chambers. Represent the employer in the Public Service Collective Bargaining Council (PSCBC) bargaining chambers. Manage the directorates' resources. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Ensure that staff are assessed and developed (trained) in line with the PMDS policy.

**ENQUIRIES** : Ms. Winny Radzilani Tel No: (011) 843 6540

**OTHER POSTS**

**POST 27/163** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS ANALYST REF NO: HO2020/12/02**  
Directorate: IT Systems and Support Services

**SALARY** : R733 257 per annum (All-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : A recognised National Diploma/Degree in Computer Science/Information Systems / ICT plus a certificate in IIBA/BABOK. A minimum of 5 years relevant experience of which 3 years must be at ASD/junior management level in Information Technology System and Support. Systems Development, Various Development Platforms, Project Management, Application Support, Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies and Systems Support, Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, (Data Storage procedures, reporting services). Strong understanding of Object-Orientated Programming. Knowledge of Integration and Job Automation Tools. An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage. Server and back-end development experience. Proven experience in translation Business requirements into System requirements. Good Understanding of Software Development Life Cycle (SDLC). Knowledge of AZURE will be advantageous. Strong IT Technical Skills, Ability to detect and resolve users queries on time. To be able to work independently as well as teamwork, telephone etiquette, good customer relationship management and understanding of how the government systems and application operate, e.g. SA SAMS. Must have driver's license.

**DUTIES** : Oversee the development of business requirements specification. Manage the identification of specifications for user requirements through research and analysis of business unit existing Business Process Model. Manage the

creation/compilation of systems requirement specification documents as per Business Processes Model requirements and proposal of efficient solutions. Oversee the process of gathering inputs from users. Facilitate the application of automation of existing and new Business process models to different business units within the department. Oversee the maintenance of Information Systems business requirements. Manage the site visits on the collection and maintenance of data. Manage the maintenance of all developed and existing data requirements for each of the systems. Oversee the process of identifying gaps (gap analysis) within the Business Process Model based on the site visit. Manage the analysis of spatial reports for business units. Manage the analysis of systems specifications for Business Requirements and translate into task specifications for developers. Manage the identification of sample of users to test on (RFC) Request for Change on whether it yields desired results. Manage the development of Business Intelligence (BI) reports. Manage the compilation of user acceptance reports through a feasibility study. Manage the maintenance information database and repository for different document versions. Coordinate the implementation of operational processes solutions to be applied in the business environment. Liaise with relevant stakeholders on review and evaluation of designed and modified systems to meet the user's business needs. Facilitate workshops with the subject matter experts and other stakeholders to define and capture business process information in line with the specified requirements. Manage the provision of user and system support for information requests and deliver solutions in line with the demand management escalation process. Manage user acceptance testing process. Manage the training of information systems users. Information System Management Policies/Procedures and Guidelines. Provide inputs in the development of information systems governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines. Conduct workshops as part of implementation of new business requirements to various stakeholders. Ensure that staff are assessed in line the Performance Management and Development System.

- ENQUIRIES** : Ms. Meriam Phala Tel No: (011) 843 6713
- POST 27/164** : **DEPUTY DIRECTOR: ENTERPRISE REQUIREMENTS (SOLUTION ARCHITECT) REF NO: HO2020/12/03**  
Directorate: IT Systems and Support Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All-inclusive package)  
: Head Office, Johannesburg  
: A recognised three-year National Diploma/Degree in Computer Science / Information Systems / ICT. A certificate in TOGAF/ ZACHMAN or Enterprise Architecture is compulsory. A minimum of 3 Years in junior management in an Enterprise Architect/ Solutions role is required. Knowledge of ICT Enterprise Architect, Various Development Platforms, Project Management, Application Support, Knowledge of Legislative Frameworks within the Public Sector, Knowledge of ICT Policies, Systems Integration and knowledge of Solution Architect. Ability to develop business wide application solution architecture / designs, Scheduling Techniques for applications systems implementation roadmap. Ability to identify integrations for solutions. Knowledge of architectural software solutions. Knowledge of infrastructure required to support business solutions. Knowledge of translating business strategy into supporting systems. Contract Management, Quality Management, Project Management. Strong understanding of Object-Orientated Programming, an understanding of software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Knowledge of AZURE will be advantageous. Must have driver's license.
- DUTIES** : Conducting of Enterprise-wide Solutions rollout due-diligence (feasibility analysis). Manage the conducting of business reviews of information technology applications. Manage the documentation of current organizational business requirements e.g. corporate systems, content management, information systems documents and diagrams. Manage the conversion of strategic plans into objective defined business solutions. Alignment of systems to policy and circular requirements of the GDE. Develop a clear roadmap for systems solution implementation. Oversee the development of System Architect into business solutions. Manage the development/ design of business

solutions into operational systems applications. Define and design the integration of current and future business solutions into operational and technical solutions ensuring that solutions are future-proof and compatible with newly developed solutions. Manage the structure of technology infrastructure and ensure that it offers and addresses performance resilience. Create conceptual and logical architectural designs for complex business systems. Design a formal Architecture Compliance review process to ensure compliance of projects to the Enterprise Architecture. Assist with the technology selection process, and commercial product purchases for alignment to enterprise architecture. Manage project resources to be within the allocated and approved budget cost and to be delivered within the agreed timeframes. Manage project planning and deliverables for business solutions. Allocate project times to ensure that everyone understands that project activities are performed within the allocated timeframes. Identify project bottlenecks and ensure that they are resolved within specified timeframes and do not exceed allocated budget costs. Apply project management techniques and interventions to ensure effective and efficient use of allocated resources. Engage with Stakeholders into understanding their Business Requirements. Liaise with various stakeholders and document their needs to be incorporated into a roadmap for business solutions. Compile enterprise requirements (business solutions) reports that provides clarity and consensus to challenges problems that are poorly communicated and misunderstood by different stakeholders. Allocate duties to subordinates/project teams. Manage staff leave. Ensure that staff are assessed in line the Performance Management and Development System.

**ENQUIRIES**

: Ms. Meriam Phala Tel No: (011) 843 6713

**POST 27/165**

: **DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2020/12/04**  
Directorate: IT Systems and Support Services

**SALARY CENTRE REQUIREMENTS**

: R733 257 per annum (All-inclusive package)  
: Head Office, Johannesburg  
: A recognised three-year National Diploma/Degree in Computer Science/Information Systems/ICT. A certificate in Microsoft Systems Development will be advantageous. A minimum of 5 or more years' experience in application software development. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience e.g. Google Maps API is an advantage, Server and back-end development experience. Knowledge of systems development, various development platforms, Project management, Application support, knowledge of legislative frameworks within the public sector. Knowledge of IT Policies and Systems Support. Strong IT Technical Skills, Ability to detect and resolve users queries on time, be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate e.g. SA SAMS. Must have driver's license.

**DUTIES**

: Development and design of IT Application Systems. Develop or modify Application Solution as specified by the information Systems as follows: Investigate and conduct JAD sessions to verify application. Systems requirements. Analysis of business process models and development of user requirement specifications. Guide Junior Developers in the design/ creation and testing of Integrated Applications Systems and Codes. Monitor the integration of different platforms in Application Systems development. Maintenance and Support of IT Application Systems. Train super users (end users) as administrators of newly developed systems. Liaise with Help-Desk in response by providing technical support for existing applications. Continuous review, follow up and propose complex. modifications/ enhancements, technical advice to improve current existing applications as follows: - Ensure that coding is in line with all IT application systems requirements. Monitor and evaluate application quality system tools by applying testing and quality assurance measures. Draft monthly and quarterly reports on the maintenance and modification of existing Application Systems. Manage Systems Development Projects. Provide structured approach in the planning of projects by: Conducting project reviews, identify project risks during systems development.

Monitor record keeping of Business requirements (Systems Specifications) by developing user manuals and documenting systems operations. Monitor the maintenance of Central Information Management Systems (CIMS) Database. Stakeholder Engagement and Management. Liaise with clients and assist in the drafting of Business Requirements (Systems Specifications). Continuously monitor performance of services providers to be in line with departmental (SLA) Service Level Agreement. Provide inputs in the development of systems development and data governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines. Conduct workshops as part of implementation.

**ENQUIRIES** : Ms. Meriam Phala Tel No: (011) 843 6713

**POST 27/166** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR PROPOSALS) REF NO: HO2020/12/05 (X2 POSTS)**  
Directorate: Procurement

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Head Office, Johannesburg  
: A recognised three-year National Diploma/Degree in Supply Chain Management/ Bachelor of Commerce/Business Management/Cost Management Accounting/ Public Policy and Development with the minimum of 3-year related Supply Chain Management experience at supervisory level. The applicant must have basic working knowledge and understanding on acquisition/sourcing of public goods and services. A clear understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, and Procurement/ Accounting systems used in the Public Service. The incumbent must be computer literate and have extensive knowledge in Microsoft Office and Excel. The work environment requires the applicant to have the ability to work under pressure, be able to resolve conflict and deliver timeously without supervision.

**DUTIES** : Coordinate the acquisition process for goods and services in line with Departmental procurement planning. Coordinate the development of specifications and Present to Bid Committees for approvals. Coordinate the establishment and management of prequalified list for suppliers. Coordinate the administration of the procurement process. Liaise with Provincial Treasury into the logistics related to advertising. Develop Departmental SCM policies, guidelines and standards. Provide advisory service to clients on acquisition management matters in order to promote correct implementation and sound demand management practises. Supervise and develop subordinates.

**ENQUIRIES** : Ms Nonhlanhla Tshabalala Tel No: (011) 355 0162

**POST 27/167** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: ES2020/12/06**  
Sub-Directorate: HR Transaction Services

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Ekurhuleni South District  
: A recognised three-year National Diploma/Degree in Human Resource Management /Public Administration qualification plus 3 years human resource administration experience at supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office and Presentation. A valid South African driver's license.

**DUTIES** : Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on persal and update records on Persal. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on Persal. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Verify

that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assure the correct capturing of termination on PERSAL against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

**ENQUIRIES** : Mr Xolani Kheswa Tel No: (011) 389 6062

## **DEPARTMENT OF HEALTH**

### **OTHER POSTS**

**POST 27/168** : **HEAD: CLINICAL UNIT (MEDICAL): FAMILY PHYSICIAN REF NO: TDHS/A/2020/104**

Directorate: District Clinical Specialist Team

**SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum

Grade 2: R1 890 363 - R2 066 988 per annum

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : 5 years' appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as Family Physician (medical specialist registration). The candidate should be highly competent and have a minimum of 5 (five) years' experience in the field of Family Medicine. An appropriate post-graduate qualification (Diploma, M Phil, MSc, etc.) will be an added advantage. It will be required of the successful candidate to sign a performance agreement. Other Skills/ Requirements: Family Medicine as clinical discipline. Relevant legislation, regulations and policies. Quality assurance and implementation and improvement programmes. Programme and planning implementation and evaluation. Information management. Human resources and financial management. Driver's license code B. Skills: Leadership, communication and problem solving, computer literacy. Behavioural attributes: Stress tolerance, self-confidence, objective, ethical, empathic.

**DUTIES** : General: Represent own discipline (Family Medicine) as a member of the Tshwane District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district Maintain personal competency in own clinical discipline whilst ensuring that no more than 10 – 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Overtime in local regional and tertiary hospitals is optional. Joint University appointment is optional. B: Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to family medicine. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. C: Provide Education and Training: Facilitate and participate in the development, training and mentorship of health professionals, including nursing and allied health professionals and community workers, in all facilities within the district. D: Support Health Systems and Logistics: Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. E: Monitor And Evaluate Services: Assist, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organization, (e.g. performance reviews) .Assist, support and participate in clinical audits and quality improvement cycles in health facilities

and, where appropriate, in community settings such as schools and Ward-based Outreach teams .Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes .Assist, support and participate in relevant research. F: Collaborate, Communicate And Report Effectively: Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care .Enable engagement with the local community and relevant non-governmental organizations .Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health .Present regular reports on activities, health services and programmes. G: Support Organizational Activities: Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Co-ordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

- ENQUIRIES** : Prof Ute Feucht Tel No: (012) 451 9226
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 18 December 2020 12h00
- POST 27/169** : **AREA MANAGER: PHC SUB DISTRICT 7 PNB-4 REF NO: TDHD/A/2020/103 (X1 POST)**  
Directorate: Nursing
- SALARY** : R614 991 – R692 166 per annum per annum (plus benefits)
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable. Experience in nursing post registration as a professional nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC is an added advantage. At least 3 years of the period referred to the above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license.
- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance targets are met by: Providing comprehensive District Health Services ranging from nursing services in maternal & child health, in and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by relevant authority(ies). Implement Batho- Pele principles, Patients' Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, Implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Become liaison between the District and all other essential stake-holders.
- ENQUIRIES** : Dr Moshime Shabangu Tel No: (012) 4519004
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.



<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	18 December 2020 12h00
<b><u>POST 27/170</u></b>	:	<b><u>ASSISTANT MANAGER: QUALITY ASSURANCE (PNB-4) REF NO: TDHD/A/2020/105 (X1 POST)</u></b> Directorate: Quality Assurance
<b><u>SALARY</u></b>	:	R614 991 - R692 166. per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Health Services
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Health Care Sciences accredited with the SANC. A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA is as added advantage. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. NB!! Shortlisted Candidates will be assessed for computer competency.
<b><u>DUTIES</u></b>	:	Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Become liaison between the District and all other essential stake-holders. Plan, Implement, Coordinate and Report on the business unit's finances, personnel, and other essential resources.
<b><u>ENQUIRIES</u></b>	:	Mr SR Makua Tel No: (012) 451 9121 / 079 872 6077 (Monday to Friday; from 08h00 to 16h00)
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.
<b><u>CLOSING DATE</u></b>	:	18 December 2020 12h00

**POST 27/171** : **HEAD OF DEPARTMENT (PNDIII) – GENERAL NURSING SCIENCE REF NO: REFS/007360**  
Directorate: Nursing Education and Training

**SALARY** : R579 696 - R672 018 per annum (plus benefits).  
**CENTRE** : Gauteng College of Nursing: SG Lourens Campus  
**REQUIREMENTS** : A Diploma/degree in General Nursing and Midwifery. A diploma/degree in Nursing Education and Administration. A Master's degree will be an added advantage. Registration with the South African Nursing Council. A Minimum of nine (9) years appropriate/recognisable nursing experience after registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. The ability to plan and organise own work and manage training programmes to meet trainings outcomes. Valid driver's licence and the ability to apply computer technology. Knowledge of Human Resources and Finance Management. Good communication, supervisory, report writing and presentations skills.

**DUTIES** : Participate in daily management of the Campus. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the Campus Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

**ENQUIRIES** : Ms J Malobola Tel No: (012) 319 5601  
**APPLICATIONS** : Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**NOTE** : Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers' licence. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)

**CLOSING DATE** : 11 December 2020

**POST 27/172** : **CLINICAL PROGRAMME COORDINATOR: CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHD/A/2020/102**  
Directorate: Health & Outreach Programmes

**SALARY** : Grade 1: R444 276 – R500 031 per annum  
Grade 2: R515 040 – R579 696 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Diploma in Nursing or B CUR; Diploma in Midwifery, Diploma in Management an advantage. Other Skills / Requirements: 5 years' experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Registration with SANC; Computer Literacy; Valid Driver's License.  
**DUTIES** : Ensure availability and implementation Of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI, PMTCT & Disease Surveillance. Monitoring of relevant Child Health; PMTCT, Disease Surveillance, CDC & Outbreak Response indicators and address poor performance. Data Analysis & verification of Child

	:	Health; Pmtct, Disease Surveillance, Cdc & Outbreak Response data. Advice facilities on necessary skill mix. Conduct Outbreak Response for Tshwane District. Conduct support visit to PHC facilities & Hospitals. Compilation of Programme reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs Lekwetji Komane Tel No: (012) 4519213
	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	18 December 2020 12h00
<b><u>POST 27/173</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER PNB1 (PHC) REF NO: 2020/11/04 (X14 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R383 226 per annum (plus benefits)
	:	Sedibeng District Health Services
	:	Directorate: Sharpeville CHC (X2 Posts)
	:	Usizolwethu Clinic (X1 Post)
	:	Vischkuil (X1 Post)
	:	DR Helga Kuhn (X1 Post)
	:	Ratanda Clinic (X1 Post)
	:	Zone 14 Clinic (X1 Post)
	:	Levai Mbatha CHC (X1 Post)
	:	Johan Heyns CHC (X2 Posts)
	:	ARV (CG) (X3 Posts)
	:	Boipatong Clinic (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. A post basic qualification in Primary Health Care and Midwifery and Neonatal Nursing Science referred to in glossary of terms. Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related frameworks. Perform clinical nursing practices and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. D. Ramoloi Tel No: (016) 950 6002
	:	Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.
<b><u>NOTE</u></b>	:	The candidates are requested to quote the name of the Directorate applying at eg. (Reference: 2020/11/04 -Zone 14) or (Reference: 2020/11/04 - Helga Kuhn). 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. Candidates should produce the SAPS clearance if successful.

- CLOSING DATE** : 11 December 2020
- POST 27/174** : **CLINICAL NURSE PRACTITIONER (X1 POST)**  
Directorate: Nursing
- SALARY** : R383 226 – R444 276 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : A minimum of seven (7) years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. Basic qualification accredited with the SANC in terms of Government notice R425 (diploma/ degree in Nursing as a professional nurse). Post basic qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (PHC). Registration with the South African Nursing Council and have valid SANC Receipt. Evidence of short course e.g. HIV, TB, STI, VMMC, and NIMART. NIMDR will be an advantage. Valid South African ID/ and valid passport. Basic computer literacy. Have valid drivers' license. Demonstrate basic understanding of Human Resource, finance, policies and practices. Ability to work under pressure and independently.
- DUTIES** : The incumbent will work under the direct supervision of the assistant manager nursing. The supervision of quality nursing care both day and night according to the scope of practice. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards. Partake in peer review and implementation of ideal clinic/ hospital realisation. Able to function within a multi- disciplinary team context. Reporting and communicating with all managers regarding issues of health care provided by various groups. Ensure adherence to work ethics. Ensure adherence to Batho- Pele and infection control principles. The incumbent will be sometimes required to shift lead. Problem solving and maintaining harmonious work relationship. Compile statistics.
- ENQUIRIES** : Ms K Tinghisi Tel No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). 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 08h00 to 15h00.
- NOTE** : 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** : 11 December 2020

<b><u>POST 27/175</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER REF NO: TDHS/A/2020/100 (X3 POSTS)</u></b> (6 Months Contract) Directorate: Mental Health
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R317 976 per annum (Plus 37% in lieu Benefits) Tshwane District Health Services An appropriate 3-year National Diploma/Degree in Environmental Health or equivalent, SA driver's license and at least 1-year appropriate experience and registration with HPCSA. Relevant B/Tech will be an advantage. Code EB driver's license. Recommendations: People, organizational, coordination and communication skills; computer literacy; ability to interpret and manage relevant statutory requirements, risk management, mitigation and report writing skills. Contract and project management skills will be an advantage.
<b><u>DUTIES</u></b>	:	Conduct facility inspections and risk assessments in accordance with appropriate statutory, tender and contract requirements. Conduct Legal Compliance audits and assist with mitigation of identified risks. Assist with Health Care Waste contract compliance management and research projects. Assist with awareness training and marketing in respect of all health care waste matters. Prepare inspection and investigation reports for management. Assist with the development and approval of health care waste plans. Assist in the registration and renewal of major generator certificates. Assist in the development of SOPs, policies, other protocols and data management systems. Assist with generic administrative functions in the unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. J Lehau Tel No: (012) 451 9073 or 072 607 6960 Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	18 December 2020 12h00
<b><u>POST 27/176</u></b>	:	<b><u>OPTOMETRIST GRADE1 REF NO: 2020/11/05 (X1 POST)</u></b> Directorate: Health Programmes
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R317 976 per annum (Plus benefits) Sedibeng District Health Services Grade 12 certificate. The candidate is required to have a Bachelor of optometry or national diploma: Optometry (4 years) or B. Tech (Optometry). Registered with the HPCSA as an independent practitioner with Diagnostic Privileges. A minimum of two (2) years appropriate experience in Optometry and Eye Health. Proof of current registration with HPCSA. A valid drivers licence is essential. A copy of identity document should be attached. Sound knowledge of government and HPCSA regulations, policies and legislation. Sound knowledge and relevant experience in Eye Health diagnostic procedures. Have knowledge of health education and promotion. Be service oriented and to detail. Have good judgement, critical thinking and decision-making skills. Be patient empathetic and compassionate. Be able to communicate effectively with technical and non-technical personnel at various level in the organization and be part of the multi-disciplinary team. Highly motivated and enthusiastic to contribute to eye Health service. Prepared to go an extra mile. Excellent time management, organizational skills, people management skills, self-motivated and goal orientated, analytical and solution oriented and ability to thrive under pressure.
<b><u>DUTIES</u></b>	:	Investigate and analyze test result and develop a treatment and management plan. Conduct screening and comprehensive eye and visual examination. Prescribe therapeutic procedures to correct or conserve vision. Provide health education and counselling to promote eye healthy. Participate in planned health awareness campaigns and outreach to communities. Capture data from patients daily as well as referral given. Write and submit monthly and quarterly reports and maintain records thereof. Be able to conduct the necessary patient and condition specific eye examinations like annual funduscopy for diabetics as prescribed and eye screening as per the road to health card. Present and share unusual clinical cases with other practitioners in the district for learning purposes. Sign performance contract on annual basis. Take part in Gauteng

		turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinic.
<b><u>ENQUIRIES</u></b>	:	Ms. L.S Lechela Tel No: (016) 950 6143
<b><u>APPLICATIONS</u></b>	:	Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.
<b><u>NOTE</u></b>	:	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. Candidates should produce the SAPS clearance if successful.
<b><u>CLOSING DATE</u></b>	:	11 December 2020
<b><u>POST 27/177</u></b>	:	<b><u>RADIOGRAPHER (X2 POSTS)</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R317 976 – R 361 872 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Degree in Diagnostic Radiography Qualification. Proof of registration as an independent practitioner and current annual registration with HPCSA. No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential. (Digital equipment). Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Must be able to work independently without supervision. 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.
<b><u>DUTIES</u></b>	:	Diagnostic Radiography in a 24- hour department. To participate in a 24- hour roster. To produce x- ray images according to prescribed protocols, radiation control measures and medico- legal requirements. Assist in the training of Community Services Radiographers, and students. Assist in the quality assurance of images and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho- Pele principles, National core standards, Quality Assurance and other Public Service policies and acts. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.
<b><u>ENQUIRIES</u></b>	:	Ms P.M Sibisi Tel No: (011) 812 8372
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). 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 08h00 to 15h00.
<b><u>NOTE</u></b>	:	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. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

- CLOSING DATE** : 11 December 2020
- POST 27/178** : **ADMINISTRATION OFFICER (DEMAND MANAGEMENT) REF NO: 2020/11/06 (X1 POST)**  
Directorate: Supply Chain Management
- SALARY** : R257 508 - R303 339 per annum (Level 07) (plus benefit)  
**CENTRE** : Sedibeng District Health Services  
**REQUIREMENTS** : Applicant must be in a possession of National Diploma in Supply Chain Management with (3) years' experience in Demand and Acquisition or grade 12 certificate with five (5) years' experience in Demand and Acquisition. Knowledge and understanding of Public sector procurement processes, Rules and Regulations as well as procurement best practices. Computer literacy. Knowledge of SCM procedures, Policies, PFMA, and PPPFA. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. 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. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. General experience in Supply Chain Management will be an added advantage.
- DUTIES** : Research, analyze and plan the procurement requirement of the department. Collect information from end-users per sub-district on the demand plan. Check and analyse the information by aligning it to the strategic objective of the district. Consolidate into specification. Align demand plan to the approved budget. Supervise employees to ensure effective demand management service.
- ENQUIRIES** : Mr. L Mahlangu Tel No: (016) 950 6008  
**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 Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.
- 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. Candidates should produce the SAPS clearance if successful.
- CLOSING DATE** : 11 December 2020

**POST 27/179** : **ADMINISTRATION OFFICER (WAREHOUSE) REF NO: 2020/11/07 (X1 POST)**  
Directorate: Supply Chain Management

**SALARY** : R257 508 - R303 339 per annum (Level 07) (plus benefit)  
**CENTRE** : Sedibeng District Health Services  
**REQUIREMENTS** : Applicant must be in a possession of National Diploma in Supply Chain Management with (3) years' experience in warehouse/store administration or grade 12 certificate with five (5) years' experience in Warehouse/Stores administration. Computer competency skills (Ms Word, Ms Excel, Ms PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies PFMA, and PPPFA. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and 152 plans. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Experience in Supply Chain Management will be an added advantage. Medicals surveillance as an inherent job requirement.

**DUTIES** : Supervision of various sub warehouses under SCM units. Filing of all documents for audit purpose. Attend to end user's queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock to end-users according to the VA2. Attend to end -users queries. Ensure that stock taking is undertaken on monthly and Bi annual basis. Skills: Able to work under pressure. Be analytic and innovative in executing tasks as allocated. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Conducting performance evaluation of the sub ordinates. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor.

**ENQUIRIES** : Mr. L Mahlangu Tel No: (016) 950 6008  
**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 Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.

**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. Candidates should produce the SAPS clearance if successful.

**CLOSING DATE** : 11 December 2020

**POST 27/180** : **ADMINISTRATION OFFICER (SECURITY MANAGEMENT) REF NO: 2020/11/08 (X1 POST)**  
Directorate: Security and Facilities Management

**SALARY** : R257 508 - R303 339 per annum (Level 07) (plus benefit)



**CENTRE  
REQUIREMENTS**

: Sedibeng District Health Services  
: Grade 12 (matric) or equivalent with 5 years' relevant experience and 3 years administrative duties is required in security. Diploma in Security Management will be added advantage. A PSIRA Grade B registration certificate. Must be PSIRA registered. Valid driver's license (PDP will be added advantage). Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS) and MPSS, Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. 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. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to 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.

**DUTIES**

: To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risk assessments in his/her area of responsibility. Reporting of security breaches internally and to the South African Police Service. Ensure the safety of State property, employees, visitors and patients in the hospital on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in court. Assist the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Manage the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Enforcement of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the duty roster. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Mr. L Mahlangu Tel No: (016) 950 6008  
: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.

**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. Candidates should produce the SAPS clearance if successful (No copy of copy will be accepted) on all certified documents.

**CLOSING DATE**

: 11 December 2020

- POST 27/181** : **DIETICIAN REF NO: TDHS/A/2020/101 (X3 POSTS)**  
(6 Months Contract)  
Directorate: Mental Health
- SALARY** : R233 691 per annum (Plus 37% in lieu Benefits)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : BSc Degree in Dietetics. Registration with HPCSA as dietitian. Candidates should have completed community service. Candidates should have sound knowledge of dietetic principles including nutritional assessments and analysis, as well as knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Render effective patient centered dietetic services for in and out-patients in adherence to the scope of practice and health protocols. Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Monitor that therapeutic meal standards are maintained. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Perform record keeping, data collection, assist with budget control and assets management. Work in a multi-disciplinary team. Participate in dietetic student training. Give training and advice to other occupational classes. Perform all administrative functions required for the job.
- ENQUIRIES** : Mr. J Lehau Tel No: (012) 451 9073 or 072 607 6960  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 18 December 2020 at 12h00
- POST 27/182** : **ADMINISTRATION CLERK REF NO: TDHS/A/2020/96 (X2 POSTS)**  
(6 Months Contract)  
Directorate: Mental Health
- SALARY** : R173 703 per annum (Plus 37% in lieu Benefits)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Computer literacy. Good communication skills verbal and written. Good customer service skills. The candidate must be consistent and confident in managing a busy workload. Must possess high level typing skills and the ability to use own initiative to meet deadlines. Knowledge of District health information systems will be an advantage.
- DUTIES** : The incumbent will be responsible for ensuring accuracy of daily data integration. Collection of raw data form different service points or registers into the computer. Capture data daily in different systems used by the department. Preparing daily, weekly, monthly and quarterly statistics as required. Ensure accurate data is collected and reported on time. File and retrieve patient's files. Ensure that patient's records are properly secured. Perform basic unit /office administrative work.
- ENQUIRIES** : Mr. J Lehau Tel No: (012) 451 9073 or 072 607 6960  
**APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 18 December 2020 12h00

**POST 27/183** : **EMERGENCY CARE OFFICER GRADE 3 ILS (X300 POSTS)**

**SALARY** : R169 176 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.

**CENTRE** : Various EMS Districts

**REQUIREMENTS** : Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid drivers license Code 10 and valid professional driver's (PrDP) permit for transporting patients.

**DUTIES** : Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical, fitness and theoretical evaluation(s) Perform any other duties as delegated by the supervisor.

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

**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

**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. Id copy and all qualifications must be certified. Certification must be less than 3 months.

**CLOSING DATE** : 11 December 2020

**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**APPLICATIONS** : Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job).

**CLOSING DATE** : 11 December 2020

**NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

**OTHER POSTS**

**POST 27/184** : **ASSISTANT DIRECTOR: INFRASTRUCTURE OFFICER REF NO: REFS/007374**

**SALARY** : R376 596 per annum

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus NQF Level 6/ National Diploma in Information Technology coupled with recognized industry certifications: MCSE/MCITP (Mandatory), A+ (Mandatory), N+ (Mandatory), Security+ (Optional), ITIL (Mandatory) Plus 3 - 4 Years' Relevant Experience. Extensive knowledge and proficient in the use

of: Windows Server 2012, Microsoft Active Directory and Group Policy Management, Cisco or similar, SAN Hardware management/support, Virtualisation Technologies (Hyper-V/VMware). Must have the following competencies: Advanced knowledge of LAN & WAN infrastructure support, Strong knowledge of ITIL & IT Governance, Advanced knowledge of windows server platforms, advanced knowledge of Cisco switches, VLAN, VoIP & VMware, Commvault and Strong knowledge of Information Security & suitable Firewall, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

**DUTIES**

: Performs troubleshooting, repairs of Local Area Network and Wide Area Network in the Department and Regional offices. Provides routine maintenance of network in the Department and Regional offices. Testing data points for users. Manage and administer event viewer logs on servers. Installation, configuration and testing of Servers and new ICT equipment's for network. Perform routine server maintenance and updates. Ensure there is enough electricity supply to the servers. Minimum downtime of servers. Create network drives on the file servers for users to have backup storage for their data. Do a weekly maintenance on all the ICT servers. Log calls to the service providers (Dell; HP, Lenovo, etc) for all the hardware failures. Monitor the UPS & make sure it is working condition in case of power failure. Provide third level support to the users of the Department. Manage data centres and servers and ensure all ICT services are available to all users. Supporting of the ICT Infrastructure of the Department, including hardware, software, desktop and shared infrastructure. To support & monitor existing infrastructure, perform preventative maintenance work, backup & and perform other regular support activities to ensure effectiveness. Configuration of the Domain Controller, DHCP & DNS servers. Create user accounts, disable & delete accounts and reset passwords on Active Directory. Make sure the DHCP server is up & running to make sure that all the computers are assigned IP addresses to connect to the network. Make sure the DNS server is up & running so that name resolution can take place. Liaise with GDF regarding the exchange servers and transversal systems. Provide third level support to the users of the Department Monitor AV console for threats and workstations are getting updates. Ensure all security patches and virus definitions are rolled out across the network. Implementation and maintenance of secure networking infrastructure within the Department of Human Settlements including Regional Offices. Configuration & setup of VoIP telephones. Provide technical support. Assist with all the ICT Operations projects undertaken each financial year. Performance management of staff. To mentor & develop desktop support staff.

**ENQUIRIES APPLICATIONS**

: Ms A Mogaswa Tel No: 072 313 8052  
 : Please apply online at <http://professionaljobcentre.gpg.gov.za>

**POST 27/185**

: **ASSISTANT DIRECTOR: HR RECORDS, INFORMATION AND LEAVE MANAGEMENT REF NO: REFS/007375**

**SALARY CENTRE REQUIREMENTS**

: R376 596 per annum  
 : Johannesburg  
 : Matric plus NQF level 6/ National Diploma in Human Resource Management or relevant qualification, coupled with a minimum of 3 - 5 years' experience in the field of HR Records & Information Management, Leave Management and PILIR. Competencies: Knowledge and Understanding of Legislative and Policy Framework regulating, Leave Administration and PILIR Administration process in the Public Service. Knowledge and Understanding of procedures, process and systems in the implementation Employee Self Service (ESS). Extensive knowledge of PERSAL, ESS, SAP and HR prescripts. Good understanding of PSCBC resolutions. Attributes: Communication Skills: Written: complex notes/memos/reports; Verbal: exchange of information requiring difficult explanations; Management Skills; People Skills; conflict resolution Skills; Reporting Skills; Negotiation Skills; Planning and organising skills; Project management skills; Presentation skills; Problem solving skills; Operational planning skills; ability to work under pressure and being self-motivated; ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; ability to build strong client relationship and ability to perform multiple tasks and work overtime where necessary.

**DUTIES**

: Monitor the development, review, implementation and management of administering processes on the Determination of Leave of Absence on ESS.

Management of HR Registry records. Facilitate, drafting, revision and implementation of procedures manuals and policies governing Leave. Provide problem solving mechanisms on queries and disputes arising from implementation of leave and records management. Payroll certification on ESS. Monitor and audit the implementation of leave. Prepare and provide responses to legislature questions and audit queries on the administration and implementation thereof. Develop and monitor the system of administering leave and other policy documents relating to leave administration. Provide analysis of leave reports. Monitor the communication of revised national resolutions and directives regulating the interpretation and implementation of leave. Prepare and provide responses to questions and audit queries on the administration and utilisation of leave. Provide advice to management and staff on the utilisation of leave. Ensure that attachments on all special leaves are loaded on to the ESS and correctly filed. Manage the receiving and recording of PILIR applications. Manage the provision of feedback to staff on rejected/approved applications in writing. Handle the appeal processes. Ensure that the PILIR outcomes from the service provider are confidential. Ensure the payment of the service provider on time. Attend meetings/bi-lateral at relevant Provincial and National PILIR committees and structures; and prepare and provide reports on the utilisation and financial implications of PILIR in the department. Monitor the implementation of Operational Plans of the unit. Conduct performance reviews and assessments for staff. Identify and implement staff development plans. Implement and monitor staff leave plans. Identify Human Resources risks and develop service improvement mechanism in line with the business needs

**ENQUIRIES** : Mr. M Skosana Tel No: 079 897 5661  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

#### DEPARTMENT OF SOCIAL DEVELOPMENT

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Sibusiso Nkosi. All applicants are also encouraged to number the pages of their CV and the attached certified documents***

**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

#### MANAGEMENT ECHELON

**POST 27/186** : **CHIEF DIRECTOR: SOCIAL WELFARE & SPECIALIST SOCIAL SERVICES**  
**REF NO: SD/2020/11/24**

**SALARY** : R1 251 183 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

**CENTRE** : Head Office (Social Welfare and Specialist Social Services)  
**REQUIREMENTS** : Degree (NQF 7) in Social Work, with minimum of 5 years' senior management experience. A minimum of 5 years' senior management experience in the social welfare sector. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). Attach the Senior Management Services Pre-Entry Certificate and a valid driver's licence. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation, Customer Focus and People Management and Empowerment. Knowledge and understating of legislative, Policy and Institutional framework governing Social Welfare Services and Programmes as

well as Department's Strategic Priorities, commitments, policies and Service Delivery Model.

- DUTIES** : To provide strategic coordination of Social Welfare and Specialized Social Services in the Department. Provision of strategic coordination of the following programmes: Children and Families, Social Welfare Services (Older Persons, Disability and HIV & AIDS), Restorative Justice Services (Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation), Early Childhood Development and School Social Work. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects.
- ENQUIRIES** : Mr S Nkosi Tel No: (011) 227 7680
- APPLICATIONS** : Quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION** : Mr Hayden Pillay Tel No: (011) 227 0067
- NOTE** : Applicants that applied previously for this post are encouraged to apply again. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 11 December 2020

#### **OTHER POSTS**

**POST 27/187** : **DEPUTY DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2020/11/12**

**SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : A three (3) year' Tertiary Qualification in Accounting or Financial Management or Auditing with 5 years' experience in the field of auditing or accounting or monitoring and evaluation and 3-5 years management/supervisory experience in the NPO environment. A relevant post-graduate qualification will be an added advantage. A strong background in financial monitoring will be required. A valid driver's license. Knowledge and understanding of NPO legislative/Policy frameworks governing monitoring of NPO in the Public Sector. Knowledge and understanding of procedures and processes governing the NPO compliance monitoring functions. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.

**DUTIES** : Provide strategic leadership and mentoring to the head office and regional offices on NPO monitoring and compliance matters. Oversee overall monitoring activities of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Develop appropriate monitoring tools (onsite & desktop) to be utilised by monitoring officials. Continuous review of standard operating procedure for financial monitoring on a yearly basis. Ensure regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA is conducted. Ensure risk assessments of funded organisations are conducted to categorise them according to their risk profile and monitor changes thereof. Manage the development of periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Review the consolidated narrative and spreadsheet financial monitoring reports of your subordinates and escalate key findings to various committees of the Department for implementation and action. Oversee the Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Develop action plans from Auditor General (AG) and Gauteng Audit Service (GAS) findings, Departmental NPO Monitoring task teams and ensure implementation across the regions. Develop, manage and evaluate specific activities of sub-ordinates to ensure delivery of desired outputs and outcomes.

**ENQUIRIES** : Mr O Mkhabela Tel No: (011) 355 7937

**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Mr O Mkhabela  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 11 December 2020

**POST 27/188** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2020/11/13**

**SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

**CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
: A three (3) year' Tertiary Qualification in Human Resource Management/Human Resource Development with 3-5 years' experience in Human Resource Development environment in the Public Services. 3 years' management/supervisory experience. A valid driver's licence. Knowledge and understanding of Legislative Framework governing the Training and Development practice in the Public Services. Knowledge and understanding of systems, procedures and processes regulating Human Resource Development in the Department. Skills and Competencies: Must be development and change oriented individual, strategic thinker, honesty and integrity, Performance and Self Driven, Facilitation, Consultation, Budgeting, Leadership, Communication, Training and Development Coordination, Problem Solving, People management and Empowerment skills.

**DUTIES** : Management and coordination of a workplace skill plan. Attend regular consultation sessions with SETA on the implementation and monitoring of a Workplace Skills Plan. Management of Departmental Skills Programmes. Facilitate Departmental Skills Development Forums' activities. Management of Training and Development Budget. Monitor expenditure against training budget. Coordination of Performance Management and Development functions. Manage the compliance monitoring to Performance Management and Development procedures and processes by staff in the Department. Management of Departmental Induction Programme. Manage the rollout of Departmental Induction Programme to newly appointed staff. Management of Sub-Directorate. Manage staff performance and development, leave, discipline and grievances.

**ENQUIRIES APPLICATIONS** : Ms I Netshingani Tel No: (011) 227 0105  
: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Head Office, 69 Commissioner Street.

**FOR ATTENTION NOTE** : Ms I Netshingani Tel No: (011) 227 0105  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 11 December 2020

**POST 27/189** : **DEPUTY DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: SD/2020/11/14**

**SALARY** : R733 257 per annum (plus benefits) (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

**CENTRE REQUIREMENTS** : Ekurhuleni Region  
: A three (3) year' Tertiary Qualification in Human Resource Management with 3-5 years' experience in the field of HR environment. 3 years' management/supervisory experience. A valid driver's licence. Knowledge and understanding of Human Resource legislative, policy, procedures and processes applicable in the public service. Procedures and system in the public services. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning and organizing skills.

**DUTIES** : Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordination of regional records management

system and management of service point cluster managers. Oversee service delivery improvement plans for all service point clusters. Align the service points to Departmental decentralisation plan. Overall Management directorate. Manage operational plan of the unit. Manage performance, Training, development and absenteeism of staff. Provide units quarterly, monthly and Ad-hoc reports. Manage operational plan of the unit.

**ENQUIRIES APPLICATIONS** : Ms N Pete Tel No: (011) 820 0332  
 : The department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to - Private Bag x1008, Germiston, 1400.

**FOR ATTENTION NOTE** : Ms N Pete Tel No: (011) 820 0332  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 11 December 2020

**POST 27/190** : **ASSISTANT OFFICE MANAGER (OFFICE OF THE DEPUTY DIRECTOR GENERAL SUPPORT SERVICES) REF NO: SD/202/11/15**

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)  
 : Head Office (Johannesburg)  
 : A three (3) year' Tertiary Qualification, 3-5 years' experience relevant in office administration environment. A valid driver's license. Knowledge and understanding of public service policies and procedures. Good understanding and knowledge of Provincial and National government functions and protocol. Skills and Competencies: Extensive knowledge of MS Word, Excel and Power Point. Excellent Project Management skills, Communications skills, language proficiency, interacting skills, problem solving skills. Personal attributes relevant to this position includes innovation and creativity, as well as the ability to work under pressure. Ability to communicate with all levels of management. Knowledge of filing system in both electronic and physical filing.

**DUTIES** : Execute research, analyse information and compile complex documents for the DDG. MPAT- actively coordinate MPAT submissions, member of Technical Steercom on MPAT. Follow-up and compile reports of a transversal nature for the DDG. Track meeting of deadlines and submissions on behalf of the DDG. Record minutes/ resolutions and communicate/ disseminate to relevant role players and prepare briefing notes as well as other documentation. Coordinate legislature enquiries and high-level meetings including overseeing the logistics & transport. Manage financial and human resource of the office.

**ENQUIRIES APPLICATIONS** : Mr H Pillay Tel No: (011) 227 0067  
 : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development 69 Commissioner Street, Thusanong Building, Johannesburg.

**FOR ATTENTION NOTE** : Mr H Pillay Tel No: (011) 227 0067  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 11 December 2020

**POST 27/191** : **BRAILLE INSTRUCTOR REF NO: SD/2020/11/16**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (plus benefits)  
 : Itireleng Residential Care for the Blind  
 : A three (3) year' Tertiary Qualification in Education, Training and Development or related field with 2-3 years working experience in teaching braille, Grade 1 and Grade 2 braille certificate. Knowledge of assistive devices, adaptive software (speech programs) Knowledge of policies and legislation on disability, minimum norms and standards on residential facilities for PWD. Knowledge of systems and procedures governing Records Management, Fleet Management and General support services in the Department. Communication, problem solving, Interpersonal, planning and organising, coordinating, analytical and leadership skills.

**DUTIES** : Teach visually impaired people how to read and write braille. Work hand in hand with Orientation and Mobility instructor and music tutor in teaching visually impaired people recreational games. Teach visually impaired people ABET. Convert sighted material / memo into Braille. Manage visually impaired library. Assess the visually impaired people and place them according to their training capability. Manage the ordering of braille books, stationery and



		equipment for visually impaired people. Supervise Assistant Braille instructors. Participate in MDT and panels for admission of new clients.
<b><u>ENQUIRIES</u></b>	:	Ms N Machaba Tel No: (012) 7039014/5
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Itireleng Residential Care for the Blind, 3152 Sekwati Street Zone 2, Ga-Rankuwa
<b><u>FOR ATTENTION</u></b>	:	Ms N Machaba Tel No: (012) 7039014/5
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>CLOSING DATE</u></b>	:	11 December 2020
<b><u>POST 27/192</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: GENDER, YOUTH AND DISABILITY MAINSTREAMING REF NO: SD/2020/11/17</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A three (3) year' Tertiary Qualification in Social Sciences/ Public Management with 2 to 3 years' experience in administrative environment. A valid Driver's Licence. Knowledge and understanding of the Departments constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge and understanding of legislative and Policy framework, programmes, procedures, and systems regulating the Gender, Youth and Disability Mainstreaming in the Public Service. Skills and Competencies: Client Orientation and customer focused skills, Reporting skills, Facilitation Skills, Analytical Skills, Evaluation skills, Monitoring skills, Presentation skills, Computer literacy, Sensitivity to target groups, Compliance orientated individual, Innovative Thinking, Good Interpersonal Relations, Assertiveness, Problem-solving, Ability to work under pressure and Willingness to travel.
<b><u>DUTIES</u></b>	:	Mainstreaming of Gender, Youth and Disability Mainstreaming Programmes to Departmental Strategic Plans and budget. Compile data on the status of Gender, Youth and Disability Mainstreaming policies, procedures, structures and budgets in the Department, Compile statistical report on the status of Gender, Youth and Disability Mainstreaming in the Department, Communicate and monitor action plans on Gender, Youth and Disability Mainstreaming, Liaise with Gender, Youth and Disability Mainstreaming structures and processes on administrative matters, Management of Gender, Youth and Disability Mainstreaming, Compile data on the evaluation, the impact, outputs and outcomes of Departmental Gender, Youth and Disability Mainstreaming programme, Communicate advocacy sessions on Departmental Gender, Youth and Disability Mainstreaming Programme, Gender, Youth and Disability Mainstreaming Compliance Monitoring, Communicate schedules for compliance monitoring sessions on Departmental Programmes to Gender, youth and disability mainstreaming targets, policies and action plans, Gender, Youth and Disability Mainstreaming Reporting, Prepare monthly, quarterly, bi-annual and annual Gender, Youth and Disability Mainstreaming reports, Compile Gender, Youth and Disability Mainstreaming oversight reports as required.
<b><u>ENQUIRIES</u></b>	:	Ms M Massey Tel No: (011) 355 7749
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg.
<b><u>FOR ATTENTION</u></b>	:	Ms M Massey Tel No: (011) 355 7749
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>CLOSING DATE</u></b>	:	11 December 2020
<b><u>POST 27/193</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES REF NO: SD/2020/11/18</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Emmasdal CYCC
<b><u>REQUIREMENTS</u></b>	:	A three (3) year' Tertiary Qualification in Human Resource Management/Public Administration with 2-3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework, systems and procedures in the Public

Sector. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and Competencies: Attention to detail, People centred and self-driven, Process orientated and procedural individual. Must have People Management skills, Report writing skills, Coordination skills, Planning and organising capabilities, Communication skills and Leadership skills.

**DUTIES** : Management of Human Resource Functions. Manage Human Resource Administration functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions. Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff. Manage staff performance and development. Manage staff leave plan. Manage staff training needs. Manage staff grievances and disciplinary matters.

**ENQUIRIES** : Ms C Bennie Tel No: (016) 340 1005.

**APPLICIAIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Emmasdal CYCC. Vaal Dam Road. Heidelberg.

**FOR ATTENTION** : Ms C Bennie Tel No: (016) 340 1005

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 11 December 2020

**POST 27/194** : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT REF NO: SD/2020/11/19**

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

**CENTRE** : Ekurhuleni Region

**REQUIREMENTS** : A three (3) year' Tertiary Qualification in Facilities Management/ Occupational Health and Safety qualification or related qualification with 2-3 years' experience in the Facilities Management. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Facilities Management functions in the Public Sector. Knowledge and understanding of Departmental Facilities Management systems, procedures and processes Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.

**DUTIES** : Upgrading of Infrastructure Identify infrastructure upgrading requirements. Prepare specifications for upgrading projects. Participate in Departmental tender processes. Monitor contractors on infrastructure upgrading projects. Maintenance of infrastructure. Identify infrastructure maintenance requirements. Prepare specifications for maintenance projects. Coordination of Occupational Health and Safety programme. Design occupational health and safety plan. Communicate occupational health and safety plan. Management of staff, performance, development and training needs.

**ENQUIRIES** : Ms Ziyanda Noncolela Tel No: (011) 820 0429

**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400.

**FOR ATTENTION** : Ms Ziyanda Noncolela Tel No: (011) 820 0429

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**CLOSING DATE** : 11 December 2020

**POST 27/195** : **SENIOR ADMIN OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: SD/2020/11/20**

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

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : A three (3) year' Tertiary Qualification in Information Technology/ Computer Science with 2-3 years' experience. A valid driver's License. Knowledge and understanding of legislative framework governing the Public Service in ICT related Knowledge and understanding of Information practices. Knowledge and understanding of Information systems. A valid driver's license. Skills and

		Competencies: Good Facilitation, Consultation budgeting, Communication and training and development skills.
<b><u>DUTIES</u></b>	:	Apply ICT policies, strategies and standards. Apply Information and Knowledge Management policies, strategies, best practices and facilitation of awareness sessions for information and knowledge management. Develop the ICT knowledge management concepts team of senior managers. Conduct collection of data sets from business units, cleansing of data sets, data validation rules, Departmental Information repository and the maintenance of the Departmental database. Identify local knowledge needs and prioritise in terms of the value of business. Facilitate change management plans for the system in the Department. Ensure the alignment of the system to changing business requirements. Promote effective use of knowledge sharing tools for all partners and staff. Conduct learning and information sharing through seminars, workshops and conferences. Facilitate ICT business processes within the Department. Supervision of staff performance, monitor staff training, development and staff leave plan.
<b><u>ENQUIRIES</u></b>	:	Ms N Van Schalkwyk Tel No: (011) 227 0198
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development 69 Commissioner Street, Thusanong Building, Johannesburg
<b><u>FOR ATTENTION</u></b>	:	Ms N Van Schalkwyk Tel No: (011) 227 0198
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
<b><u>CLOSING DATE</u></b>	:	11 December 2020
<b><u>POST 27/196</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: CHILD POVERTY REF NO: SD/2020/11/21</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A three (3) year' Tertiary Qualification in Public Administration with 2 – 3 years' experience. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods programmes in the Public Service. Knowledge and understanding of Departmental child poverty, commitments, systems and processes. Skills Customer Relationship Management Skills, Demand Planning skills, Analytical skills Negotiation skills, Report writing skills, Interpersonal skills, Monitoring and evaluation skills, Planning and organizing, Leadership skills, People Management skills, Communication skills, Coordination and facilitation skills.
<b><u>DUTIES</u></b>	:	Management and supervision of Child Poverty, Monitoring team productivity and performance, Management of team queries and challenges, Coordinate monthly and weekly meetings (Planning and reporting). Perform secretarial functions related to Child Poverty, Liaising with stakeholders, Management of basic procurement issues, Management of meeting logistics (i.e. sending invites, organise venues, transport, catering and prepare required documentation), Assist with the coordination of interdepartmental and departmental training including information sharing sessions, Manage the storage and retrieval of beneficiary information for purposes of evidence, Prepare, interpret and analyse beneficiary information. Administer document management system. Operate standard office equipment, assist with needs analysis for programs (Child Poverty) Collation of reports and typing minutes, letters, submissions and memorandums. Conduct site monitoring and support (DSD, DOH, GDE and other partners), Assist with referral management, Facilitate and coordinate interdepartmental forums, Site visits to monitor programme implementation, Perform/complete any other work related request/given task within the competency in line with the job purpose.
<b><u>ENQUIRIES</u></b>	:	Mr C Manaso Tel No: (011) 355 7816
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg.
<b><u>FOR ATTENTION</u></b>	:	Mr C Manaso Tel No: (011) 355 7816
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>CLOSING DATE</u></b>	:	11 December 2020

**POST 27/197** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: SD/2020/11/23**

**SALARY** : R256 905 - R485 475 per annum per annum (within the OSD framework)

**CENTRE** : Igugulethu Child and Youth Care Centre

**REQUIREMENTS** : A Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Submission of valid proof of registration with the council Skills and competencies: Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Project Management skills, Report writing skills, Communication skills, People Management skills, Driver's licence added advantage.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES** : Ms Hilda Muliwa Tel No: (011) 916 4129

**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development Cnr Cason Road and 13th Avenue, Boksburg North, Igugulethu Child and Youth Care Centre.

**FOR ATTENTION** : Ms H Muliwa Tel No: (011) 916 4129

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 11 December 2020