PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Cleaner (for Charlotte Maxeke Academic Hospital) with Ref No: CLNR/12/CMJAH2020 advertised in Public Service Vacancy Circular 28 dated 11 December 2020, The Requirements of the post has been amended as follows: A minimum of ABET qualification or grade 10 qualification or equivalent qualification. People who applied are encouraged to re-apply. The closing date has been extended to the 29 January 2021.

OTHER POSTS

POST 01/120 : CLINICAL MANAGER (MEDICAL) GRADE REF NO: EHD2021/01/01 (X1 POST)
Directorate: Mental Health
Re- Advertisement

SALARY : Grade 1: R 173 900 – R 1 302 849 per annum (all inclusive – remunerative package)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. A minimum of 4 years’ appropriate experience as an Independent Medical Officer after registration with the HPCSA as Medical Practitioner. Applicant must be in a possession of a valid South African driver’s license. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Sound clinical knowledge and experience in the discipline of psychiatry. Experience in community mental health services will be an advantage. Ability to work with a mental health multidisciplinary team and intersectoral partners relevant to the provision of holistic mental health care will be an advantage. Willingness to manage, train and supervise medical officers at PHC clinics. Ability to oversee the rendering of quality mental health care services, liaising with other clinicians and managers in the clinics and hospital for better health outcomes. Willingness to work/participate in any community psychiatry facilities/programmes including as NGO facilities. Willingness to support/participate in the development of district research projects.

DUTIES : Participate in the provision of optimal mental health care at PHC services in the Community Health Centers, clinics and District/Regional hospitals. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Assist the District Psychiatrist and Head of Clinical Unit in supervising medical officers and nurses. Assist facilities in ensuring that they have adequate and correct medication for service users. Support the training and the CPD/CME activities for medical officers, nurses, intern, community services doctors and intersectoral partners in the district. Assist the Head of Clinical unit in the development of clinical care and guidelines, protocols and SOP’s and monitor the implementation thereof.

ENQUIRIES : Dr K. Maaroganye Tel No: (011) 876 -1717
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

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

CLOSING DATE : 29 January 2021
POST 01/121 : PRINCIPAL: EMS TRAINING COLLEGE REF NO: LEBO-PRINCIPAL/2021

SALARY : R871 590 per annum (All inclusive package)
CENTRE : Lebone College of Emergency Care, Arcadia, Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Candidate must be B-TECH Degree in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of three (3) years. Must have three (3) years’ experience on Management level. Candidate must have a minimum of three (3) years’ experience as an EMS Course Coordinator. A valid and current registration as an Emergency Care Practitioner with the Health Professions Council of South Africa is mandatory. Computer literacy in MS Word, Excel and Power Point is essential. Good interpersonal and management skills. Sound knowledge of financial Management Policies and Labour Relation Prescripts is essential. A Valid Code C1 driver’s license with PDP is essential.

DUTIES : Responsible for maintaining accreditation status with HPCSA for all Courses offered by the College. This may involve courses at more than one site. Management and quality assurance of District Training centers. Ensuring that all facets of training with the College complies with the relevant legislation, including but not limited to the Hospital Ordinance Act, the Higher Education Qualification Sub-framework, the skills Development Act, the Public Finance Management Act, Supply Chain Management Act, Labour Relation Act. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan. Efficient management of all College resources including human resource, allocated budget, assets and advice the Director: EMS Operations on matters pertaining to EMS Training. This will involve representation at the Directorate meetings. Mange the overall budget of the College and must provide reports to the Director when required.

ENQUIRIES : Mr Motimane Tel No: (011) 456 2013
APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
CLOSING DATE : 05 February 2021
POST 01/122 : REGISTRAR REF NO: UPOHC/OTRHO/0005/2020 (X2 POSTS)

DUTIES : The successful candidate will, in addition to fulfilling the requirements of a MChD degree in orthodontics, participate in providing services to patients, the teaching and training of undergraduate dental students (including clinical supervision), contributing toward the research output in the Department, as well as assist in the continuing education courses and general administration when needed.

ENQUIRIES : Prof SL Shangase Tel No: (012) 319 2327
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-
NOTE: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 29 January 2021

POST 01/123: REGISTRAR REF NO: UPOHC/PROSTHO/0006/2020
Directorate Prosthodontics

SALARY: R821 205 – R858 711 per annum (All- inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: A BChD/BDS degree or equivalent qualification. Registered with HPCSA as a Dentist in the category independent practice. At least two (2) years’ general dental practice experience. Recommendations Passed primary subjects needed for specialization. Postgraduate qualifications and proven interest in field of orthodontics.

DUTIES: In addition to the responsibilities and requirements necessary for the completion of the MChD degree in Prosthodontics, the successful candidate will also participate in teaching, training and clinical supervision undergraduate students, carry out service rendering (patient care), contribute towards the research outputs of the department and assist with administrative duties when needed.

ENQUIRIES: Prof LM Sykes Tel No: (012) 319 2681/2446
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

NOTE: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 29 January 2021

POST 01/124: PHARMACIST REF NO: MSD2021/01/01
Directorate: Pharmaceutical Services

SALARY: Grade 1: R693 372 - R735 918 per annum (All inclusive remunerative package) 
Grade 2: R751 026 – R797 109 per annum (All inclusive remunerative package) 
Grade 3: R821 205 – R871 590 per annum (All inclusive remunerative package) 
Basic Salary: 70% of the package; State’s contribution to the Government Employee Pension Fund (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
CENTRE: Medical Supplies Depot
REQUIREMENTS: Bachelor of Pharmacy degree (B.Pharm). Must be actively registered with the South African Pharmacy Council (SAPC) as a Pharmacist. Good verbal and communication skills, good management skills and excellent interpersonal skills. Must be a team player and be able to collaborate with other health professionals. Must be able to function effectively under pressure. Must have good administrative and computer skills, sound knowledge of legislation applicable to pharmacy practice: Pharmacy Act 53 of 1974 and Medicines and Related Substances Act 101 of 1965 and regulations thereof.
**DUTIES**: Work as part of the Medical Supplies Depot’s multidisciplinary team. Contributes to the continuous availability of Pharmaceutical and Medically related items to all Gauteng Health Institutions. Implement the Standard Operating Procedures of the MSD to effectively deliver against MSD operations. Participate in ensuring proper functioning of quality assurance as well as quality control processes at MSD. Register as a tutor to ensure the MSD workforce is properly equipped and trained. Ensure adequate internal control systems and procedures are in place, maintained to minimise risks for the Medical Supplies Depot.

**ENQUIRIES**: Ms. N Mfecane Tel No: (011) 628 9163

**APPLICATIONS**: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

**NOTE**: A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

**CLOSING DATE**: 29 January 2021

**POST 01/125**: OPERATIONAL MANAGER SPECIALTY PNB -3 REF NO: TMRH-03-OMS (X2 POSTS)

**CENTRE**: Thelle Mogoerane Regional Hospital

**REQUIREMENTS**: Grade 12/STD 10 certificate, Basic R425 qualification or equivalent (i.e. diploma/degree) in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Certificate of registration with the SANC as Professional Nurse and proof of current registration. One (1) year post basic nursing qualification in the relevant specialty, accredited with the SANC. Diploma in Administration will be an added advantage. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**: Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running. Development SOPs and protocols for the department. Supervision and control of all material resources and manage costs, strict control of equipment and budget of the department. Liaise with hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflict. Have knowledge of DoH policies and National Core Standards. Ensure training needs are met by staff. Quality patient care with prevention of Patient Safety Incidents. Programme of skilling staff through in-service training and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS of all staff in the department. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes, procedures, nursing strategy, and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

**ENQUIRIES**: Ms. M.R.E. Damane Tel No: (011) 891 7299
APPLICATIONS: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451 or emailed to TMRH.Vacancies@gauteng.gov.za

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.

CLOSING DATE: 29 January 2021

POST 01/126: OPERATIONAL MANAGER –HAST PNA REF NO: TMRH-03-OMH (X1 POST)
Directorate: Nursing

SALARY: R614 991 – R692 166 per annum (plus benefits)
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS:
Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical ART and TB services (1). Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player,
supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Diploma in Administration will be an added advantage, as well as NIMART and NIMDRTB. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**

To ensure safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic quality nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge assess pre ART and mitigate safe initiation of treatment, to minimize complications. Ensure ongoing TB screening, early diagnosis and treatment of TB. Ability to apply strategies of tracking and tracing the lost to follow up (LTF). Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES**

Ms. M.R.E. Damane Tel No: (011) 891 7001

**APPLICATIONS**

should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451 or emailed to TMRH.Vacancies@gauteng.gov.za

**NOTE**

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks – Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply. NOTE the appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost.

**CLOSING DATE**

29 January 2021
POST 01/127: OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH-03-OMG (X4 POSTS)

Directorate: Nursing

SALARY: R444 276 – R500 031 per annum plus benefits

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS:
Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A minimum of 7 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery. A qualification in Nursing Administration/Management and Nursing Education will be an added advantage.

DUTIES:
Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets.

ENQUIRIES: Ms. M.R.E Damane Tel No: (011) 891 7001

APPLICATIONS:
should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451 or emailed to TMRH.Vacancies@gauteng.gov.za

NOTE:
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in
accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply. NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost.

CLOSING DATE : 29 January 2021

POST 01/128 : CLINICAL NURSE PRACTITIONER GRADE 1 – GRADE 2 (OCCUPATIONAL HEALTH NURSE) REF NO: EHD2021/01/02
Directorate: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum (plus benefits)
Grade 2: R471 333 - R579 696 per annum (plus benefits)

CENTRE : Ekurhuleni Health District: Ramokonpi CHC

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council (SANC) in terms of governmental notice R425 (Diploma /degree in nursing as a Professional Nurse. Post basic qualification with the duration of at least 1 year accredited with the SANC in terms of government notice R212 in the relevant Specialty (Clinical Nursing Science, Health assessment, treatment and care). Grade 1, less than 9years relevant experience as a clinical nurse practitioner after registration with SANC. Grade2, 10yrs to 19 years relevant as a Clinical Nurse Practitioner after registration with SANC, Occupational Health Nursing will be an added advantage. Driver license is essential. Computer literacy is essential.

DUTIES : The incumbent is needed to plan, execute, monitor, evaluate and maintain, control and coordinate the quality assurance, occupational health and safety, risk management and infection control and management in the facility. Implementation and management of the ideal clinic, OHSC, Health care waste, complaints/suggestion and complements per the departmental guidelines and policies. Implementation and management of the patient safety incidents guidelines. Implement and manage Patient Experience of care. Formulation and implementation of quality improvement plan. Hold occupational health and safety, quality assurance and risk management meetings in the facility. Train and workshop staff on relevant aspects in the facility. Hold staff meeting related to quality assurance, occupational health and safety and risk management. Write and submit reports to the sub-district. Take part in the multidisciplinary team in the facility and the sub-district. Liaise with the sub-district coordinators of the programs in the sub- district. Perform any other duties delegated by the supervisor.

ENQUIRIES : Ms K. Matshwane. Cell No: 082 610 9877

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

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

CLOSING DATE : 29 January 2021
POST 01/129

ASSISTANT DIRECTOR SUPPLY CHAIN MANAGER

ODI/15/12/2020/01

Re-advertisement: all candidates who previously applied are encouraged to re-apply as their previous applications will not be considered.

SALARY: R376 596 per annum (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS:
A recognized 3-years Bachelor Degree/Diploma in Supply Chain Management/Public Management/Finance Management. Five (5) years related supply chain experience at supervisory/management level in the supply chain environment. A valid driver’s license. Knowledge of all legislation and prescripts governing your work area, including but not limited to the following: Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Act, Broad Based Economic Empowerment Act, Supply Chain Management Framework, Procurement Directive and Procedures, Government Budget Procedures, knowledge of government procurement policies and procedures, Advance computer literacy in MS office packages (MS Word, Excel and PowerPoint). The SAP & SRM system, experience in the Health environment will be an added advantage. Ability to liaise at all management level. Ability to work independently under intense pressure. Must have ability to interact with all level of management and both internal (End-users) and external stakeholders. The presentation and report writing skills. Computer literate. Must be able to function and contribute in a team towards the achievement of the Hospital goals and targets.

DUTIES:
Oversee and manage the supply chain and asset functions. Provision of an effective comprehensive Supply Chain Management service in the hospital. Manage the functional operation of the Acquisition Management Unit. Manage the process of bid evaluation, bid adjudication, and bid specification in the hospital. Perform strategic and annual supply chain demand management planning and ensure that the demand of the end users is met. Monitor and review the demand management activities in line with the demand plan budget. Implement and review effective logistical and disposal management systems. Ensure effective asset management and safekeeping of assets by implementing and maintaining asset management systems policies. Facilitate monthly reconciliations and reporting. Provision of effective fleet management and registry services. Management of stock keeping functions within the institutions within the institution. Ensure an effective stock flow system within the institution. Ensure that official within Logistics management and warehouse is sufficiently trained on supply chain management system. Manage and supervise employees to ensure an effective and acquisition management service and undertake all administrative functions required with regards to financial and human resource administration. Sign performance contract on annual basis. Participate Employee Value Proposition. Perform any other duties delegated by the Accounting Officer (CEO).

ENQUIRIES: Mr. A.Musie Tel No: (012) 725 2308
APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
CLOSING DATE: 05 February 2021

POST 01/130

LABOUR RELATION OFFICER

MSD2021/01/02

Directorate: Human Resource Management

Re-Advertisement: Applicants who previously applied are encouraged to reapply

SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Medical Supplies Depot
REQUIREMENTS: A relevant 3-years’ tertiary qualification in HRM with a minimum of 3 years’ experience in Labour Relation or Grade 12 qualification with 4 years demonstrable experience in Labour Relation in the Public Services. Knowledge of Misconduct Management, Grievance Management, Collective bargaining, Dispute resolution and other relevant legislation applicable within the public sector. Verbal and Written
communication skills. Report writing skills. Be able to work independently. Conflict management computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be added advantage. Basic knowledge of employee Health & Wellness programmes will be an advantage.

**DUTIES**

write reports inter-alia Misconduct reports and Grievance reports. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witness and represent the Employer in disciplinary and/ or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for managers, supervisors and employees in the department. Conduct labour relations training. Ensure compliance of code of conduct. Support and/ or advice management on progressive discipline. Be a link between management and recognised labour unions. Facilitate and charring Bilateral and multi-lateral meetings within the institution. Provision of advice to employee and management on Labour Relations matter. Write reports on EAP (EHWP) programmes and help in the facilitation of events thereof.

**ENQUIRIES**

Ms. G.S Mbokazi Tel No: (011) 628 9012

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

**NOTE**

A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

**CLOSING DATE**

29 January 2021

**POST 01/131**

PROFESSIONAL NURSE GRADE 1 REF NO: EHD2021/01/03 (X5 POSTS)

(2 Months Contract)

Directorate: PHC

**SALARY**

R256 905 – R297 825 per annum

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver’s license is essential. Current proof of registration with SANC.

**DUTIES**

Provision of health education to learners and parents about the importance of immunizations. Conducting health screening of learners according to the Integrated School Health Policy (ISHP). Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized grade 5 girls and other learners.

**ENQUIRIES**

Ms K.R Monyanyedi Tel No (011) 876 1810

**APPLICATIONS**

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

**NOTE**

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

**POST 01/132**

**TRAINING OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: MSD2021/01/03**

Directorate: Human Resource Management

**SALARY**

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

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**


**DUTIES**

Facilitate and coordinate training programs. Facilitate, administer and support the implementation of internships, leadership and work-integrated learning programs. Develop and implement a workplace skills plan. Conduct a skills audit. Facilitate and administer the implementation of internal and external bursaries. Liaise with external stakeholders with regards to training matters. Compile monthly and quarterly HRD reports.

**ENQUIRIES**

Mr, S Motlhabe Tel No: (011) 628 9148

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

**NOTE**

A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

**CLOSING DATE**

29 January 2021

**POST 01/133**

**ADMINISTRATION OFFICER REF NO: MSD2021/01/04 (X2 POSTS)**

Directorate: Management

**SALARY**

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

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

Grade 12 with 5 years’ experience rendering secretariat support, or National Diploma/NQF level 6 Secretarial or Office Management and Technology with two years’ experience rendering secretariat services. Basic knowledge of financial administration. Good verbal and written communication skills and ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy in Ms Word, Excel and PowerPoint. Sound organizational skills. Good people skills. High level of reliability. Ability to act with sensitivity and discretion. Ability to do research and analyze documents and situations.

**DUTIES**

Provides a secretarial/ receptionist support service to the senior manager Manage telephone calls in the office of the senior manager and ability to exercise discretion. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employee’s requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the senior manager regarding engagements. Compiles realistic schedules of appointments for the senior manager. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the senior manager. Scrutinizes routine submissions/ reports and make a note and/or recommendations for the senior manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Collects,
analyzes and collates information requested by the senior manager. Clarifies
instructions and notes on behalf of the senior manager. Ensures that travel
arrangements are well coordinated. Prioritize issues in the office of the senior
manager. Handles the procurement of standard items like stationery, refreshments
etc. for the activities of the senior manager. Provides support to the senior manager
regarding meetings: Scrutinizes documents to determine actions/ information/ other
documents required for meetings. Collects and compiles all necessary documents
for the senior manager to inform him/ her on the contents. Records minutes/
decisions of the meeting of the senior management and communicates to relevant
role players, follow-up on progress made. Prepares briefing notes for the senior
manager as required. Coordinates logistical arrangements for meetings when
required. Remains up to date with regard to the prescripts/policies and procedures
applicable to his/ her work terrain to ensure efficient and effective support to the
senior manager. Remains abreast with the procedures and processes that apply in
the office of the manager.

ENQUIRIES : Mr X Mahleza Tel No: (011) 628 9008
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource
Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical
Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and
sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two
referees, recently certified copies of all qualifications must accompany your
application for employment (Z83). It will be required of the successful candidate to
undergo an appropriate security clearance. It is the applicant’s responsibility to
have foreign qualifications evaluated by the South African qualification authority
(SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE : 29 January 2021

POST 01/134 : INTERNAL CONTROL REF NO: MSD2021/01/05
Directorate: Risk Management and Internal Control

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 and National Diploma NQF level 6/ Degree NQF6/7 in Internal Auditing,
Accounting or Finance with two (2) years’ experience in the relevant field; or Grade
12 with five (5) years’ experience in the relevant field. Knowledge and
understanding of the Public Finance Management Act, Treasury Regulations,
Treasury Practice Notes, Supply Chain Management. Knowledge of auditing &
Internal audit standards. Computer literacy (MS Office - Excel, Word and
Powerpoint) Good Communication skills both written and verbal Good
Interpersonal relations skills.

DUTIES : Coordinate and Facilitate the Audit processes both External and Internal. Track,
update and monitor audit action plans. Scheduling of entry and exit meetings.
Conduct regular internal control assessments in all units. Conduct and consolidate
quarterly Key controls in all units and report to management. Strengthening the
Depots administrative capacity by providing information, guidance, assistance and
training on Internal Controls Assist management to collate and consolidate
documentation in preparation for the Audit Committee Meetings from relevant
managers. Assist management in reviewing administrative procedures, internal
controls throughout the Depot. Examining all findings and recommendations by
Internal Audit and Auditor General relating to controls and if necessary, intervening
to ensure prompt implementation of corrective measures.

ENQUIRIES : Ms. L Doorasamy Tel No: (011) 628 9171
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource
Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical
Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and
sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two
referees, recently certified copies of all qualifications must accompany your
application for employment (Z83). It will be required of the successful candidate to
undergo an appropriate security clearance. It is the applicant’s responsibility to
have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

**CLOSING DATE**

29 January 2021

**POST 01/135**

**ADMINISTRATION OFFICER REF NO: MSD2021/01/06**

Directorate: Risk Management and Internal Control

**SALARY**

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

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

Grade 12 plus National Diploma / Degree (NQF level 6) in Risk Management/ Auditing/ Finance, coupled with a minimum of 2 years in risk management; or Grade 12 plus 5 years relevant experience in risk management/Auditing/Finance. Competencies: decision making; planning & organising; presentation skills; Facilitating skills; computer literacy; report writing skills; interpersonal skills; analytical thinking; knowledge and understanding of the Public Finance Management Act, Treasury Regulations, National Treasury Risk Management, Anti-Corruption framework and Ethics Management.

**DUTIES**

Assist in co-ordinating the Strategic Risk Assessments for the institution. Assist in co-ordinating and facilitating the Control Risk Self-Assessment for Directorates. Assist in co-ordinating the implementation of action plans for the risks and reporting on any developments regarding the emerging risks identified. Facilitate and ensure that each Risk Owner/ Risk Committee member review and update the risk registers. Develop the filling system for the ERM unit. Assist in preparing and reviewing the Draft Governance Risk Management documents. Circulate and communicate the Risk Management Documents. Assist in planning for the Risk Awareness Campaigns. Educate employees and ensure that the Risk culture is cascaded/embedded across the entire institution. Submit weekly and monthly progress reports on Risk. People with disabilities are encouraged to apply. It is GDoH's intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications must be submitted on a duly completed.

**ENQUIRIES**

Ms. L Doorasamy Tel No: (011) 628 9171

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

**NOTE**

A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

**CLOSING DATE**

29 January 2021

**POST 01/136**

**SECRETARY (OFFICE OF THE CEO) REF NO: ODI/18/12/2020/02**

Re-advertisement: all candidates who previously applied are encouraged to re-apply as their previous applications will not be considered.

**SALARY**

R173 703 per annum (Plus Benefits)

**CENTRE**

Odi District Hospital

**REQUIREMENTS**

Candidate must be in possession of Grade 12 certificate. Diploma or Degree in Secretarial Studies/Office Management/Office Administration/Management Assistant/Office Management and Technology and minimum 2 years recognized experience as the Secretary will be added as an advantage. Computer literacy. Good communication and writing skills with good interpersonal relation. Proficient user of Microsoft office suites and will be subjected to a test. Certificate of Microsoft package will be added as an advantage. Be reliable, punctual, and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks.
Ability to meet the tight deadlines and to handle office pressure. Prepared to go an extra mile.

**DUTIES**

Overall management of the office administration function. Provide secretarial/receptionist support serves to the CEO’s Office. Compliance to Batho-Pele principles and customer care practice. Take minutes during the meetings and compile minute’s files. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the CEO’s Office. Managing the office diary and arranging appointments. Receiving visitors and documents management. Liaise with relevant stakeholders. Assist with relevant procurement of goods and services. Handle and maintain office records. Management of the CEO’s to do list. Photocopying, binding, and scanning, of the documents. Keep abreast with the processes and procedures that apply in the office of the CEO.

**ENQUIRIES**

Ms WM Maseko Tel No: (012) 725 2308

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

12 February 2021

**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*

**CLOSING DATE**

29 January 2021

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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.

**OTHER POSTS**

**POST 01/137**

COMMUNITY DEVELOPMENT MANAGER GRADE1 REF NO: SD/2021/01/01

**SALARY**

R794 889 per annum (within the OSD framework) (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

**CENTRE**

Johannesburg Head Office

**REQUIREMENTS**

Three-year tertiary qualification in Community Development or Development Studies with a minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behavior, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. Knowledge of the NDP 2030, Poverty Alleviation Programmes, Gauteng Public Service Management Framework, i.e. PFMA, Labor Relations Act, etc. Analytical, report writing, communication, Presentation skills, Budgeting skills, project
management, problem solving skills, computer and interpersonal relations skills. Staff management, honest and innovative individual.

**DUTIES**
To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate. Monitor interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required. Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. This would, inter alia, include the following: General consultation with communities/stakeholders and advising employees regarding follow-up actions to be taken. Ability to facilitate the implementation of projects and programmes through regional offices and the monitoring and reporting thereof to management. Ensure that the necessary personnel are recruited and retained within the budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by employees. Keep up to date with new developments in the community development and management fields to enhance service delivery. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the community development legal and policy frameworks continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.

**ENQUIRIES**
Mr Zamokuhle Jaca Tel No: (011) 355 7678

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg

**FOR ATTENTION**
Mr Zamokuhle Jaca Tel No: (011) 355 7678

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

**POST 01/138**

**HEAD OF INSTITUTION**

**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**
Mary Moodley CYCC: Ref No.SD/2021/01/02
Desmond Tutu CYCC: Ref No. SD/2021/01/03
Ga-Rankuwa Rearabilwe CYCC: Ref No. SD/2021/01/04

**REQUIREMENTS**
A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after registration with the SACSSP. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver’s licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.

**DUTIES**
Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement
processes in the institution. Promote the development of children and youth care services.

ENQUIRIES: Mr Sibusiso Nkosi Tel No: (011) 355 7680
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Attention- Mr M Radingoana (011) 964 8700 Mary Moodley Child and Youth Care Centre, Tseesebe Street, Apex Benoni
Desmond Tutu Child and Youth Care Centre, 162 Tolbos Street Florauna Pretoria North 0182, for Attention- D Barnard Tel No: (012) 564 0640
Garankuwa Rearabiliwe: 2829 Semedi Street, zone 2, Garankuwa for Attention Mr M Netshikulwe Tel No: (012) 700 9444

NOTE: Applicants that applied previously for this post are encouraged to apply again. The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 01/139: DEPUTY DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: SD/2021/01/05

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: Johannesburg Metro Region
DUTIES: Financial Management & Administration, Supply Chain Management, Auxiliary Services, OHS, Management of Staff, Management of the Sub-Directorate.
ENQUIRIES: Ms C Dukwana Tel No: (011) 355 9502
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 Johannesburg Metro Region, 91 Commissioner Street or Private Bag x1 Johannesnburg 2000

FOR ATTENTION: Ms C Dukwana Tel No: (011) 355 9502

POST 01/140: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND RECORDS MANAGEMENT REF NO: SD/2021/01/06

SALARY: R376 596 per annum (plus benefits)
CENTRE: Sedibeng Region
ENQUIRIES: Ms B Nkeeane Tel No: (016) 930 2096-Sedibeng Region
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 03 Moshoshoeshoe Street, Houtkop, Sebokeng.

FOR ATTENTION: Ms B Nkeeane Tel No: (016) 930 2096
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 01/141: ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION: REF NO: SD/2021/01/07

SALARY: R376 596 per annum (plus benefits)

CENTRE: Johannesburg Head Office

REQUIREMENTS: A 3 Three-year Tertiary qualification in Real Estate or Property Management. Minimum of 3-5 years of experience in the post qualification. A valid driver’s license. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department’s Constitutional mandate. Skills and Competencies: Communication, interpersonal relations, problem solving and analysis, analytical, project management, report writing, conflict management, planning, organizing, leadership, coordination and facilitation skills.

DUTIES: Policy, Planning and budgeting including developing a plan for the management of municipal and related accounts. Prepare budgets for payments of municipal and related services accounts. Provide training to users of facilities in terms of use of utilities. Develop and update a policy for property administration of provincially owned social development facilities. Validate municipal and other services accounts. Administer the payment of municipal and other services accounts through the finance section. Identify excessive use of water or electricity or any other utility. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Manage procurement of services through Departmental SCM. Manage and administer contracts. Assess and submit invoices for payment to the Finance Section.

ENQUIRIES: Mr O Mkhabela Tel No: (011) 355 7937 – Head Office.

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: Mr O Mkhabela Tel No: (011) 355 7936

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

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS: Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and submit to 35 Rissik Street, Surrey House, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

FOR ATTENTION: Ms. Patricia Ndawo Tel No: (011) 355 281

CLOSING DATE: 01 February 2021

MANAGEMENT ECHELON

POST 01/142: DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: REFS/007723

SALARY: R1 057 326 per annum (all-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: Appropriate Degree or National Diploma or undergraduate qualification (NQF Level 7) as recognized by SAQA any relevant qualification. Pre-Entrea Senior Management Certificate. Minimum of at least 5-7 years’ experience in Safety and Security, Records and Facilities Management of which 5 years and upwards must have been at middle management level. Certificate in National Intelligence Security Management Course Offered by SSA. Extensive knowledge and working experience in Safety and Security environment. Knowledge and understanding of...
the implementation of SASREA 2 of 2010(Safety at Sports and Recreation Events Act). Records and Facilities Management. Knowledge of Physical, Personnel, Document, communication and IT Security. Knowledge and understanding of vetting process (MISS and MPSS documents), Records Management and File Plan implementation, Public Finance Management Act, Interpretation of legislation, Policy analysis, development and implementation. Knowledge and understanding of User Asset Management Plan (U-AMP), GIAMA (Government Immovable Asset Management Act, Act 19 of 2007, Knowledge management skills. Computer literacy. Conflict management skills. Decision-making skills. Problem analysis skills. Written and verbal communication skills. Duties: Ensure the effective and efficient operation of the unit, Manage all security awareness programme. Develop and ensure the implementation of Security Policies Standards. Manage the conducting of the Departmental Threat and Risk Assessment, Security audits and ensure that reports are compiled. Ensure proper utilization and safeguard of assets. Develop and maintain a healthy working relationship with stakeholders of other institutions both internal and external including other security and intelligence capabilities such as NIA, SAPS etc. Administer all vetting or screening of officials and companies. Assess and improve the effectiveness of security measures and procedures. Participate in the development and implementation of the Departmental Business Continuity Plan. Ensure the development and implementation of Registry and Records Management Policies and Standards, File Plan implementation. Develop the Departmental Facilities Management Plan as informed by User-Asset Management Plan. Develop and implement a Departmental sustainable space provision plan, total Facilities Management Plan/ Strategy that involves but not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level, Enquiries: Patricia Ndawo (011) 355 2861

POST 01/143 : DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/007724
Directorate: Transformation Programmes

SALARY : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg

DUTIES : Develop transformational policies, programmes and strategies and monitor the implementation thereof. Manage, coordinate, advise on and support the implementation of transformation programmes and activities. Identify transformation programmes and empowerment interventions. Advise internal units on the integration of transformation programmes within the department and branch operational plans. Establish forums and engage stakeholders on the promotion and implementation of programmes and projects. Advise on translating government targets into department specific targets. Conduct impact assessment and report thereon. Provide legal advice in order to raise issues, in particular for the Department / Government. Represent legal interested the department in the fields of copyright, intellectual property. Monitor legislature processes affecting the department. Attend hearings, committee discussions and other events at the Gauteng Legislature, Draft legal opinion and legal policy reports: Liaise with SACR entities, State Law Advisor office and partner departments and organizations on SACR legal matters.

ENQUIRIES : Patricia Ndawo Tel No: (011) 355 2861
POST 01/144

DIRECTOR: STRATEGIC MANAGEMENT REF NO: REFS/007724

Directorate: Strategic Management

SALARY: R1 057 326 – R1 245 495 (all-inclusive remuneration package).

CENTRE: Johannesburg


ENQUIRIES: Patricia Ndawo Tel No: (011) 355 2861