

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the following X10 Posts (**For Jubilee District Hospital**) were advertised in Public Service Vacancy Circular 28 dated 13 August 2021, The salary level notch have been amended as follows (1) Professional nurse general grade 1 – 3 () with Ref No: JUB 22/2021 ,X9 Posts with the salary notch R256 905 - R 383 226. (2) Professional nurse general grade 1-3 with Ref No: JUB 23/2021, X1 Post with the salary notch R256 905 - R383226. The closing date has been extended to 06 September 2021. Note: All those candidates who have applied are encouraged to re-apply. The job specification and the duties remain the same.

**OTHER POSTS**

<b><u>POST 30/160</u></b>	:	<b><u>HEAD CLINICAL DEPARTMENT (DENTAL) GRADE 1 COMMUNITY DENTISTRY REF: HCD 01/08 (X1 POST)</u></b> Directorate: Community Dentistry
<b><u>SALARY</u></b>	:	R2 161 416 per annum, (inclusive package), excluding Commuted Overtime
<b><u>CENTRE</u></b>	:	Wits Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty. Supervision to completion of Registrars and MSc in Dentistry. Minimum of 3 years' experience in management and supervision of junior staff members. Experience in teaching of under and postgraduate and proven research record.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible, inter alia, for the general management and administration of the Community Dentistry Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects, academic outreach.
<b><u>ENQUIRIES</u></b>	:	HR Manager- Mr. P.F Monama Tel No: (011) 481 2099
<b><u>APPLICATIONS</u></b>	:	must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.
<b><u>NOTE</u></b>	:	Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/161</u></b>	:	<b><u>HEAD OF CLINICAL UNIT EMERGENCY DEPARTMENT (X1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	R1 728 807 per annum, (All Inclusive)
<b><u>CENTRE</u></b>	:	Thelle Mogoerane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Emergency Physician and proof of current registration. A minimum of 3 years appropriate experience as Specialist Emergency Physician after registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving

	skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
<b><u>DUTIES</u></b>	: Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave, disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, clinical committees meetings and other events.
<b><u>ENQUIRIES</u></b>	: Dr B.J Kandamo, Acting Clinical Manager Tel No: 011 891 7307
<b><u>APPLICATIONS</u></b>	: Should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1 <sup>st</sup> Floor HR reception ( Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
<b><u>NOTE</u></b>	: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will to be required submit certified documents on or before the day of the interview following communication from HR. 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.
<b><u>CLOSING DATE</u></b>	: 10 September 2021
<b><u>POST 30/162</u></b>	: <b><u>HEAD OF CLINICAL UNIT (CRITICAL CARE UNIT) (X1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	: R1 728 807 per annum, (all Inclusive)
<b><u>CENTRE</u></b>	: Thelle Mogoerane Regional Hospital
<b><u>REQUIREMENTS</u></b>	: Appropriate postgraduate qualification that allows for registration with the HPCSA as Medical Specialist in a normal speciality as well as a recognised sub-specialty Certificate in Critical Care. Proof of current registration is required. A minimum of three (3) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised sub specialty Certificate in Critical Care. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills.
<b><u>DUTIES</u></b>	: Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. The candidate will overlook an 11 bed Intensive Care Unit and an 11 bed High Care Unit as well as an eight (8) bed Critical Care Unit for COVID-19 patients. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave, disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, clinical committees meetings and other events.
<b><u>ENQUIRIES</u></b>	: Dr B.J Kandamo, Acting Clinical Manager Tel No: 011 891 7307

<b><u>APPLICATIONS</u></b>	:	Should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1 <sup>st</sup> Floor HR reception ( Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies the requirements for certified documents will be limited to shortlisted need not be certified when applying for a post. The communication from HR of the department regarding Candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/163</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1-3 REF NO: SBAH 79/2021</u></b> Directorate: Internal Medicine
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MMed or FCP qualification in Internal Medicine. Proof of registration as a Specialist Physician with the HPCSA. Proven ability to work with all Unit members e.g. Endocrinologists, Nephrologists, Gastroenterologists, Rheumatologists, Pulmonologists, Infectious Diseases, Specialist Physicians, Registrars, MO'S, Students, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
<b><u>DUTIES</u></b>	:	In-and outpatient service delivery in General Internal Medicine: Ward rounds, out-patient clinics, consultations and call as per call roster. Implement and monitor adherence to National Core Standards (norms and standards).Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, Investigate diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g. death certificates).To act as domain trainer for the interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and the Medical ICU. Academic: Supervision of Registrars, MO's, Interns and students in the clinical setting. Conducting clinical training, ward rounds and giving small group tutorials as well as lectures. Teach, train and examine under-and post- graduate students. Evaluate and assess rotating registrars, Interns and students. Act as guardian for assigned registrar. Research: Active participation in research and publishing of articles.
<b><u>ENQUIRIES</u></b>	:	Prof GR Tintinger Tel No: 012 354 2112
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021

<b><u>POST 30/164</u></b>	:	<b><u>STOMATOLOGIST/LECTURER/SENIOR LECTURER REF NO: UPOHC/STOMA/20/2021</u></b> Directorate: Dental Management Sciences
<b><u>SALARY</u></b>	:	R1 106 040 – R1 807 776 per annum, (All- inclusive package)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BChD or equivalent. Registration with the HPCSA in the category of Independent Practice. Master's degree in a field applicable to Dentistry/Management. Experience in dental practice management (including leadership and financial), ethics and comprehensive patient care (including special care dentistry). Proven track record of research in the dental/management field. At least five (5) years' experience in a dental academic environment (including administrative experience) as well as lecturing and willingness to develop students' soft skills, communication relational skills and Emotional Intelligence from first to final year. Recommendations: Additional qualification in the dental or leadership and management field. Experience in teaching of post-graduate students.
<b><u>DUTIES</u></b>	:	Clinical supervision of dental students in the clinical wards. Lecturing to, and discussion classes with dental students. Selective Administrative duties including module coordinator. Setting of test and examination papers and memorandums. Research various aspects of patient and practice management including leadership and ethics. Lecturing to undergraduate and postgraduate oral health students.
<b><u>ENQUIRIES</u></b>	:	Prof SE van der Berg-Cloete Tel No: 012 319 2518
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications must be delivered to Mrs KT Rangata, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mrs. KT Rangata PO Box 1266, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. 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.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/165</u></b>	:	<b><u>DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES - GRADE 1 REF NO: SDHS/2021/08/09 (X1 POST)</u></b> Directorate: Clinical Support and Therapeutic Services Re-advert Candidates who applied for the posts before are encouraged to re-apply
<b><u>SALARY</u></b>	:	R857 559 – R951 765 per annum, (Inclusive package)
<b><u>CENTRE</u></b>	:	Sedibeng District Health Services
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent. A bachelor's degree or equivalent qualification in Speech Therapist and Audiology, Speech Therapy, Audiology, Occupational Therapy, Podiatry, Optometry, Social Work, Physiotherapy, Radiography, Environment Health, Dietician, Nutrition, Dental Therapy and Oral Hygienist (qualification) which allows you to register with HPCSA/SACSSP. A minimum of 3 years appropriate experience after registration with HPCSA/SACSSP. Must be on an Assistant Director/Coordinator or Chief post for minimum of 3years. Extensive Managerial Experience of at least minimum of 6-10 year experience in the health sector. Management course and post graduate qualification will be an added advantage. Applicants are expected to submit copy of their current HPCSA SACSSP annual registration card and certified HPCSA/SACSSP independent Practice Certificate. Applicants must be in possession of a valid South African driver's license. Knowledge and Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of the government. Analytical assessment and evaluation skills. Computer literacy and report writing skills using excel, word and PowerPoint. Competences Skills: Strategic Capability and Leadership. Change management skills, Programme and Project management skills, Client

Orientation and Customer Focus skills, Financial and Human Resource management skills. Good Communication Skills-verbal and written including presentation skills. Skilled in Research, Policy development, Knowledge management skills, Problem Solving skills. Attributes: Good Interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Applicants should be prepared to undergo technical assessment, pre-employment and periodic medical surveillance as part of the employment conditions. Must be willing to travel extensively within district and province.

## **DUTIES**

: Provide strategic and operational direction to staff and stakeholders. Integrate Therapeutic Services within priority all Programmes in the district. Improved access to all Therapeutic Services package of care within the district. Develop/implement a strategic plan and operational plan. Participate in the development, implementation and monitoring of District Health Plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP in line with the national and provincial health system. Strengthen clinical governance and clinical care. Collaborate with academic and other relevant stakeholders. Solve complex professionals and management problems and policy issues. Leads and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support Ideal Clinic Programme & Quality improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery in the District. Integrate and manage performance information structures and systems within existing management processes and systems. Facilitate performance information management, reporting and accountability. Effective Human Resource planning to ensure workforce aligned with the current and future needs of the district health services. Ensure optimal governance, build capable and accountable strategic leadership and management in the district. Build an enabled, productive, motivated and empowered workforce. Financial Management: Calculating and comparing costs for required goods or services to achieve maximum value for money. Prepare and track budget. Monitor expenses and payments. Develop and implement cost reduction initiative. Ensure equitable distribution of all resources to achieve optimal patient care.52 Effective management of Overtime and RWOPS. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per district health communication protocols/organogram. Maintain professional and ethical standards. Effective management of own performance and staff using Performance Management and Development System.

## **ENQUIRIES APPLICATIONS**

: Ms. M. Madolo Tel No: (016) 950 6000  
: Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers/Human Resource Offices 2nd Floor, Cnr Frikkie Meyer & Pasteur BLVD.

## **NOTE**

: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. 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 taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is

committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.

<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/166</u></b>	:	<b><u>REGISTRAR REF NO: SBAH 80/2021</u></b> Directorate: Anaesthesiology
<b><u>SALARY</u></b>	:	R821 205 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB, registration with the HPCSA as an independent practitioner. DA (SA) and/or FCA is recommended.
<b><u>DUTIES</u></b>	:	The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospitals, participate in the department's academic programmes, research activities and clinical audit meetings. Successful candidates will be expected to rotate through all our training hospitals.
<b><u>ENQUIRIES</u></b>	:	Prof S Spijkerman Tel No: 012 354 1510
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/167</u></b>	:	<b><u>MEDICAL OFFICER REF NO: SBAH 81/2021</u></b> Directorate: Internal Medicine
<b><u>SALARY</u></b>	:	R821 205 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB/ MBBCh, registration with the HPCSA as a Medical Practitioner and proof of current registration and completion of Community Service training.
<b><u>DUTIES</u></b>	:	Attendance of relevant clinical meetings like Mortality meeting and completing of Medico-legal documents timeously (e.g death certificated). Reduce medical litigation by exercising good clinical ethics. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Supervising of undergraduate students, interns and community service doctors. To act as domain trainer for the interns. Interview, investigate diagnose and oversee the treatment of patients. Willing to do commuted overtime rendering of after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.
<b><u>ENQUIRIES</u></b>	:	Prof S Spijkerman Tel No: 012 354 1510
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/168</u></b>	:	<b><u>DENTIST/LECTURER GRADE 1/2/3 REF NO: UPOHC/OD/0021/2021</u></b> Directorate: Odontology
<b><u>SALARY</u></b>	:	R797 109 – R1 362 366 per annum, (All-inclusive package)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BChD or equivalent qualification. Registration with HPCSA as a dentist in category independent practice. Experience in treating paediatric patients. Experience in the clinical supervision of dental students in Paediatric dentistry. At least 3 years of experience. Recommendation Dental research and lecturing

	experience. Being enrolled for or having a postgraduate qualification in Paediatric Dentistry will be an advantage.
<b><u>DUTIES</u></b>	: Lecturing to undergraduate and postgraduate dental students in the field of paediatric dentistry. Supervising students in the clinical wards. Conducting research in dentistry. Selective clinical and administrative duties will be assigned to the candidate as seen fit by the Head of Department. This may include managing and treating patients with special health care needs.
<b><u>ENQUIRIES</u></b>	: Prof. Z Vally Tel No: 012 319 2441 or Mrs KT Rangata Tel No: 012 301 5701
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number. Direct applications must be delivered to Mrs KT Rangata, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mrs. KT Rangata PO Box 1266, Pretoria, 0001.
<b><u>NOTE</u></b>	: Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. 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.
<b><u>CLOSING DATE</u></b>	: 10 September 2021
<b><u>POST 30/169</u></b>	: <b><u>OPERATIONAL MANAGER NURSING – PHC (PNB3) REF NO: SDHS/2021/08/10 (X3 POSTS)</u></b> Directorate: Sedibeng District Health Services
<b><u>SALARY</u></b>	: R562 800 – R633 432 per annum, plus benefits
<b><u>CENTRE</u></b>	: Sedibeng District Facilities
<b><u>REQUIREMENTS</u></b>	: A basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of registration of current registration. A Post Basic Nursing qualification, with duration of at least one-year accredited with the SANC in one of the specialist (Primary Health Care or Midwifery and Neonatal Nursing Science) referred to in the glossary of terms. A minimum of nine (9) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period of referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one (1) year post basic qualification in Primary Health Care or Midwifery and Neonatal Nursing Science. A degree and or diploma in Nursing Management/Administration will be an added advantage. A valid code 08/10 driver's license is essential and must be computer literate. Personal Profile: Excellent time management, organizational skills, communication skills, self-motivated and goal oriented. 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>	: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care as directed by the professional growth/ethical standards and self-development. Take instruction as directed by the supervisor. Observe the Ethical and employee value preposition (EVP) standards in the health facility. Ensure implementation of departmental policies, protocols, guidelines and Standard Operating Procedures (SOP). Provide managerial skills to ensure compliance with Ideal clinic status determination and Norms and Standards. Sign performance contract on annual basis.
<b><u>ENQUIRIES</u></b>	: Ms. D. Ramoloi Tel No: (016) 950 6002
<b><u>APPLICATIONS</u></b>	: Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand

**NOTE**

deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.60

: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. 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 taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.  
10 September 2021

**CLOSING DATE****POST 30/170**

: **OPERATIONAL MANAGER NURSING (SPECIALTY): CRITICAL CARE**  
**REF NO: SBAH 82/2021**  
Directorate: Multidisciplinary High Care Unit

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

: R562 800 per annum, plus benefits  
: Steve Biko Academic Hospital  
: Grade 12 Certificate Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year diploma Critical Care Nursing Science .A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Diploma/degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Updated service certificates are compulsory. Valid driver's license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.

**DUTIES**

: Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. A.M Mowayo Tel No: 012354 1300  
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

: Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**

: 17 September 2021



**POST 30/171** : **OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE) REF NO: PWH/OPM-S/19/21 (X1 POST)**  
Directorate: Nursing Department

**SALARY** : R562 800 - R652 437 per annum, (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant Speciality. A minimum of 09 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC IN General Nursing. At least 05 years of the period referred to above must be appropriate / recognizable experience in the theatre after obtaining the 1 year post basic Operating Theatre Nursing Science qualification as well as Diploma /Degree in Nursing administration and Management Competencies: Service certificate from the previous employer/s are Compulsory. Knowledge/skills): Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills are necessary.

**DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Theatre and CSSD setting. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical Resource Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours from 16:00 to 19:00. Ensure implementation of National Core Standards and Ideal Hospital Framework and develop improvement plans. Manage Performance and Development of both theatre and CSSD team as well as participating in the Managers scheduled meetings.

**ENQUIRIES** : Ms. P. Dhlamini Tel No: (012) 380 1210  
**APPLICATIONS** : All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

**NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.

**CLOSING DATE** : 10 September 2021

**POST 30/172** : **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: SBAH 83/2021**  
Directorate: Medical Oncology Clinic  
Re-Advertisement

**SALARY** : R562 800 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 Certificate Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Oncology Nursing Science .A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Oncology Nursing Science. South African Nursing Council annual practicing certificate. Updated service certificates are compulsory. Valid driver's license. Computer

		literate. Strong leadership, good communication and sound interpersonal skills are necessary.
<b><u>DUTIES</u></b>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms.A.M Mowayo Tel No: 012 354 1300
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/173</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING REF NO: SBAH 84/2021</u></b> Directorate: Theatre
<b><u>SALARY</u></b>	:	R562 800 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Operating Theatre Nursing Science .A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Operating Theatre Nursing Science. South African Nursing Council annual practicing certificate. Updated service certificates are compulsory. Valid driver's license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.
<b><u>DUTIES</u></b>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms.A.M Mowayo Tel No: 012 354 1300
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/174</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALTY) NEPHROLOGY REF NO: SEB/OPM/2021/01 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R562 800 per annum
<b><u>CENTRE</u></b>	:	Sebokeng Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic Diploma/Degree accredited with the SANC in terms of 425 that allows registration with the SANC as a professional Nurse and Diploma in Nephrology Nursing (Renal). A minimum of 9 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality (Renal). Knowledge of relevant health, nursing and public service legislation is recommended.
<b><u>DUTIES</u></b>	:	Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in the formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations

	related to nursing care. Provide effective support and management of human financial and material resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and weekend duty as scheduled. Deputize for Assistant Manager-Nursing.
<b><u>ENQUIRIES</u></b>	: Mr. SJK Sejeng Tel No: (016 930 3302)
<b><u>APPLICATIONS</u></b>	: Should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng.
<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.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed documents and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. People with disabilities are encouraged to apply. Recommended: Candidates will be subjected to medical assessment
<b><u>CLOSING DATE</u></b>	: 17 September 2021
<b><u>POST 30/175</u></b>	: <b><u>ASSISTANT DIRECTOR: ORAL HYGIENIST GRADE 1-2 REF NO: UPOHC/ADOH/08/2021</u></b> Directorate: Community Dentistry
<b><u>SALARY</u></b>	: R532 959 - R591 510 per annum, (Plus benefits)
<b><u>CENTRE</u></b>	: University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	: A Bachelor of Oral Hygienist Degree or a Diploma in Oral Hygiene with expanded functions. A Master's Degree relevant to Oral Hygiene or Education. Registration with the HPCSA as an Oral Hygienist. Experience in academic and resource management. Proven research experience or publications and computer skills. At least 8 years' experience in Oral Hygiene training of which 5 years must be appropriate experience in management. Recommendations: Additional qualifications in education, management or a PhD. Teaching experience in the supervision and assessment of students, as well as curriculum development.
<b><u>DUTIES</u></b>	: Lecturing to, and discussion classes with Oral Hygiene students. Clinical supervision of Oral Hygiene students. Academic and resource management. Research in the field of preventive Oral Health. Treating of patients.
<b><u>ENQUIRIES</u></b>	: Prof A Bhayat Tel No: 012 319 2299
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001. Tel No: 012 301 5713
<b><u>NOTE</u></b>	: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid Identity document with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA certificate. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Applications without proof of the necessary documents will be disqualified.
<b><u>CLOSING DATE</u></b>	: 10 September 2021

<b><u>POST 30/176</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 3 REF NO: PWH/DR/20/21 (X1 POST)</u></b> Directorate: Radiography Department
<b><u>SALARY</u></b>	:	R439 164 - R532 959 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows Registration with the Health Professions Council of South African (HPCSA) in Radiography. Minimum of 10 years Experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2021/2022. Experience in Digital Radiography: Knowledge of relevant Public Service regulations, legislation, policies, acts and procedures. Computer literacy (MS Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a Multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Quality Assurance skill will be an advantage.
<b><u>DUTIES</u></b>	:	Provide a 24 hours radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient is Rights. Ensuring radiographic services comply with SAHPRA regulations. Can perform National Core Standards, Ideal hospital Audits, other public service policies and acts. Will be responsible for department QA/QC tests. Second in charge when the supervisor is absent. Supervision and training of students. Teamwork spirit and interpersonal skills. Provide and participate in 24 hrs. High quality radiographic service. Supervise community service workers and participates in departmental quality assurance. Adhere to Batho Pele principles. Carry out duties delegated by the department manager. Must be a team player within the department and institution.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. S Ramabulana Tel No: (012) 380 1252 All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West 0117.
<b><u>NOTE</u></b>	:	Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/177</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) OPERATING THEATRE REF NO: SEB-PN/2021/08 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R383 226 per annum
<b><u>CENTRE</u></b>	:	Sebokeng Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A post basic nursing qualification (Operating Theatre) with duration of at least one year, accredited with the SANC in in one of the specialties referred to in the glossary of terms. A minimum of 4 year appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<b><u>DUTIES</u></b>	:	Provision of quality Clinical Nursing care in area of Specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr SJK Sejeng Tel No: (016) 930 3302

<b><u>APPLICATIONS</u></b>	:	Should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshe Street, Sebokeng.
<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.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed documents and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. People with disabilities are encouraged to apply. Recommended: Candidates will be subjected to medical assessment.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/178</u></b>	:	<b><u>ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: SBAH 85/2021</u></b> Directorate: Admin & Logistics
<b><u>SALARY</u></b>	:	R379 596 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree (NQF level 6/7) in Public Management/ Administration/Business Administration or any relevant equivalent qualification (NQF level 6/7) with 10 years proven experience in Patient Administration.5 years 'experience should be at level of Senior Admin Officer level 8 in Hospital Patient Administration environment. Experience in managing people and projects with the ability to plan strategically. Computer literacy: Microsoft Office applications i.e. Word, Excel, Power Point and Outlook. Knowledge, skills and training. Competencies Required: Good knowledge and understanding of the policies and procedures governing patients 'administration in the public sector. Understanding of current Patient Affairs/Administration with specific reference to both Outpatients and Inpatient Management. Ability to make progressive decisions and work under pressure. Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedure and develop unit Standards operating procedures. Proactive approach to problem solving and ability to prioritize issues and other work related matters and to comply with timeframes. Ability to translate strategic objectives into practical planning framework. Must have high level of reliability and ethics, commitment to work beyond the call of duty, Relate well to a diversity and range of stakeholders.
<b><u>DUTIES</u></b>	:	Manage the following areas to ensure efficiency and cost effectiveness: Patient Administration, Ward Clerks, Patients Medical Records, Mortuary Services, Porter. Ensure that patient registrations are carried out correctly and accurately. Implementation of integrated Lean management philosophy into the hospital's mandate, guidelines or policies. Ensure efficient and effective booking system throughout the clinical business unit. Continuously provide report related to patient Administration. Develop patient Administration standard operating procedures and ensure that they are implemented effectively. Ensure compliance with all statutory regulations and policies. Assist in ensuring that the hospital has appropriate and effective monitoring systems in place to guarantee value for money and high-quality service. Monitor staff appraisal (PMDS).Train, develop and monitor staff to improve service delivery. Co-ordinate the drawing of strategic plans, business plans, and operational plans in patient administration. Ensure that controls are in place to prevent abuse of state properties. Maintain effective and efficient utilization of all allocated resources. Ensure that patients are registered and their files are retrieved timeously and so that they proceed to their clinics. Regularly conduct internal audit in patient Administration, Medical Records and Mortuary. Ensure effective and efficient cash management of all state monies collected. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Management of the hospital. Management of budget allocated to sub-programmers.
<b><u>ENQUIRIES</u></b>	:	Mr.M.F Monama Tel No: 012 354 1421

<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/179</u></b>	:	<b><u>FOOD SERVICE MANAGER REF NO: SBAH 86/2021</u></b> Directorate: Administration and Logistics
<b><u>SALARY</u></b>	:	R257 508 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Food Service Management/Food and Beverage Management (3 years HET level) or a BTech Degree in Food Service Management/food Beverage Management (4 years HET Level) or relevant qualification. Have a minimum of 5 years relevant Food Service Management experience in a Hospital environment. Good leadership, managerial and communication skills. Good report writing skills. Computer literate. Able to handle and work under pressure. High level of reliability. Catering skills. Knowledge of National and Provincial policies, procedures, acts and protocols governing food services. Knowledge of Policies, procedures acts and protocols related to quality assurance, infection control, hygiene and safety for Food services. Knowledge of PFMA and supply chain regulations. Must have valid driver's license.
<b><u>DUTIES</u></b>	:	Direct control and administration of Food Service operations and staff in the Food Service unit. Ensuring all procedures are followed at the ordering, receiving, storing and issuing of stock. Ensure production procedures are adhered to and followed. Involved in menu planning and compiling master orders and give inputs in the departmental budget. Ensure portioning, distribution and serving procedures of meals are adhered to and followed. Ensure that client surveys and plate waste studies are conducted as prescribed. Ensure that hygiene and Occupational health measures and principles are adhered to and followed. Responsible for effective Human resource functions and optimal labour utilization. Ensure effective usage and management of equipment and give inputs in planning of equipment and utensils. Identify, plan and conduct relevant training for staff. Involved with training of Food Service and Dietetic students. Give inputs in operational plans for food service.
<b><u>ENQUIRIES</u></b>	:	Mrs. Dreyer Tel No: 012 354 2315/2092
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/180</u></b>	:	<b><u>ADMIN OFFICER REF NO: STDH/00040 (X1 POST)</u></b> Directorate: Admin services (Patient Affairs)
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Sizwe Tropical Disease Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with 5 years practical experience in patient administration or relevant Degree/Diploma with 3 years relevant experience in patient administration. Knowledge of relevant prescripts and legislations governing patient affairs such as PFMA, UPFS and Procedure Manual. Excellent administrative skills. Be computer literate and have communication skills, have thorough PAAB (Patient Administration and Billing) knowledge and necessary skills to manage and supervise co-workers. Ability to work under pressure and be a team player. Good interpersonal skills and reporting skills.
<b><u>DUTIES</u></b>	:	Ensure adherence to prescripts and procedures at all times. Monitor the downtime of the section and ensure monthly updating of registers. Ensure that waiting time is always well monitored. Audit of files to ensure to correct classification. Expected to perform Administrative duties such as leave management, staff attendance, staff allocation and performance management. Ensure collection of revenue, correct classification of patients, re-classification

		of Patients and compliance to UPFS policy. Will be expected to participate in Patient Affairs committees and meetings. To ensure that all patients are admitted, discharged and billed on time. Should ensure that all patient admin registers are updated accordingly. Ensure completion and submission of daily, weekly and monthly statistics. And ensure the smooth running of Porters, Mortuary, Switchboard and Medical Records. Responsible for supervision of staff including training, performance management and development, leave management, staff attendance, employee wellness and application of disciplinary procedure.
<b><u>ENQUIRIES</u></b>	:	Ms L Sibeko Tel No: (011) 531 – 4340
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<b><u>NOTE</u></b>	:	To be submitted on a new Z83 form, the form must be fully completed and signed, copies of qualifications and ID to be attached. DO not certify such copies. A detailed Curriculum Vitae (CV) with two or more references. Communication from HR regarding the requirements for certifying of documents will be limited to shortlisted candidates. Incomplete applications and applications received after closing date will not be considered. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/181</u></b>	:	<b><u>ADMINISTRATION OFFICER (DATA) L7 REF NO: EMS/DATA/7/2021 (X1 POST)</u></b> (Re-Advertisement: those who previously applied are encouraged to apply)
<b><u>SALARY</u></b>	:	R257 508 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Gauteng Emergency Medical Services (Sedibeng)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification plus five years relevant experience or National Diploma or Equivalent qualification with Health Science/ Maths/Statistics/Computer Science as a major and three years relevant experience, Knowledge and understanding of District Health information Systems will be added as advantage, computer literacy, Analytical, numeracy, coordination and good communication skills and must have driver's licence.
<b><u>DUTIES</u></b>	:	Maintenance of EMS databases in all EMS Stations Query data from the point of its origin. Ensure data quality (timeliness, completeness and validity Produce analysed monthly reports for submission to EMS Head office Identify information needs. Preparation of routine and ad hoc data reports and Capturing of Data on the Web DHIS and Other Systems Assist with preparation of workshops/meetings Perform ad hoc duties as assigned by immediate supervisor or District managers.
<b><u>ENQUIRIES</u></b>	:	R. K Sekgobela Tel No: 011 564 2009
<b><u>APPLICATIONS</u></b>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/182</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL (PNA 2) WITH NIMDR CERTIFICATE (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R256 905 – R297 825 per annum Grade 2: R315 963 – R362 865 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic nursing diploma/degree, registered with SANC in General nursing and must have NIMDR certificate.
<b><u>DUTIES</u></b>	:	Provision of a high-quality nursing care that is holistic and patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordinating of activities of the other members of the health team. Will be able to assist in completion of clinical stationery and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. E. Mawela Tel. No: 011 812 8300
	:	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>	:	Prospective applicants must please use the new Z83 which is effective as from the 1 <sup>st</sup> of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's 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, reference, financial information and criminal record check.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/183</u></b>	:	<b><u>CLINICAL ENGINEERING TECHNICIAN ASSISTANT (X1 POST)</u></b> Directorate: Engineering
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 – R204 612 per annum
	:	Far East Rand Hospital
	:	Grade 12 with N6 Electrical Engineering (Light Current). National Diploma N Diploma/ National Diploma in Electrical Light Current or Clinical Engineering will be an added advantage. Minimum of 1-2 years of experience in Electrical Light Current/ Electronics /Clinical will be an added advantage.
<b><u>DUTIES</u></b>	:	Repair, maintain and control of all medical equipment. Calibration and installation service of all medical equipment. Perform safety inspection functions on all medical equipment to ensure a safe standard of service. Liaise with service providers to ensure quality outcome. Responsible for the day to day functioning of the workshop. Ensure that detailed service maintenance schedules are implemented. Attending to urgent call outs for medical equipment within the hospital. Keep records of all repair, service and movement of medical equipment. Assist with asset verification, condemning and disposal of medical equipment. Make sure that accessories for medical equipment are available in storeroom. Receiving and making sure of functionality of medical equipment from service providers. Execute any lawful instruction by the supervisor or delegated authority.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. R.B Mankwana Tel No: 011 812 8363
	:	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>	:	Prospective applicants must please use the new Z83 which is effective as from the 1 <sup>st</sup> of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's 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, reference, financial information and criminal record check.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/184</u></b>	:	<b><u>SECRETARY REF NO: SBAH 87/2021</u></b> Directorate: Clinical Directorate
<b><u>SALARY</u></b>	:	R173 703 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	The incumbent must have completed a diploma or Higher Qualification in the Office administration, information technology expertise or equivalent. Grade 12 and 3 years' experience in a secretarial and office environment, will be an advantage. The incumbent must have experience in working as a secretary or office administrator. Computer literacy in MS Word, Excel, Power Point, MS, Database and Outlook. Must be bilingual. The applicant must be able to prioritize duties, work independently, assisting with Adhoc duties and willing to work after hours when required.
<b><u>DUTIES</u></b>	:	Manage & organize the functions of the division. This includes telephone calls, patient enquires, filling and record keeping, schedule meetings and prepare and avail minutes of the meeting, correspondence, patient reports, statistics, will be expected to perform Research duties as will be stipulated. Prepare management material in word or PowerPoint presentations, Support Clinical departments and other directories.
<b><u>ENQUIRIES</u></b>	:	Dr. JS Mangwane Tel No: 012 354 2810/4440
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 30/185</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: PWH/AC/21/21 (X1 POST)</u></b> Directorate: Administration Department
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Computer literacy. Other Skills: Application of Batho Pele Principles in a work situation. Good communication Skills. Will be required to work shifts, weekends and on public holidays. Knowledge of Patient and Billing System Will be an added advantage.
<b><u>DUTIES</u></b>	:	Registration and admission of patients on PAAB or manually. Classification of Patients according to Uniform Patients Fee Schedule (UPFS). Completion of GPR01, GPF3, 4 and 5 form. Billing and collection of Money from patients and issuing of receipts, balancing in- paying register at the end of every shift, Manual Registration and admission of patients in the down time register during down time and updating electronic Downtime information when system is restored. Ensure that working material and equipment's are available. Reporting lost damaged or dysfunctional equipment's.
<b><u>ENQUIRIES</u></b>	:	Mr. J Mamaila Tel No: 012 380 1475
<b><u>APPLICATIONS</u></b>	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<b><u>NOTE</u></b>	:	Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered. Preference will be given to EPWP and NYS within The Gauteng Department of Health (Pretoria West District Hospital).
<b><u>CLOSING DATE</u></b>	:	10 September 2021

<b><u>POST 30/186</u></b>	:	<b><u>HR/REGISTRY CLERK-REF NO: PWH/HR-RC/22/21 (X1 POST)</u></b> Directorate: HR Department
<b><u>SALARY</u></b>	:	R173 703 - R204 612 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. Diploma/Degree in Human Resource or equivalent qualification will be an added advantage. At least 1-3 years' appropriate experience in HR. Knowledge and working experience of Persal is essential. Introduction to Persal certificate will be an added advantage. Computer literacy; Knowledge of legislation applicable to HR.
<b><u>DUTIES</u></b>	:	Will perform a variety of HR administration functions which covers appointments, terminations, salary Administration, Source and Select, leave management, housing, Injury on Duty and other related duties. Facilitating training, compiling training statistics, Processing and Submission of mandates to E-gov. Capture leave Overtime and PMDS on Persal. Assist with PILIR Management and reports. Filing of documents and general office administration. Typing of correspondence, documents and letters, Attend HR related meetings. Prepare monthly reports and when required. Work in Registry Office when required or as requested.
<b><u>ENQUIRIES</u></b>	:	Ms. KH Mokwana Tel No: (012) 380 1213/1216
<b><u>APPLICATIONS</u></b>	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<b><u>NOTE</u></b>	:	Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<b><u>CLOSING DATE</u></b>	:	10 September 202
<b><u>POST 30/187</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE3 REF NO: EMS/ECOGR3/2021 (X80 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R169 176 per annum, (plus benefit)
<b><u>CENTRE</u></b>	:	Gauteng Emergency Medical Services Various districts
<b><u>REQUIREMENTS</u></b>	:	Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency Assistant care environment will be an added advantage. Valid drivers license Code 10 and valid professional driver's (PrDP) permit for transporting patients. Candidates are expected to write an assessment test.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms. MV Bodiba Tel No: (011) 564 2224
<b><u>APPLICATIONS</u></b>	:	Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
<b><u>CLOSING DATE</u></b>	:	10 September 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 of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents***

**NOTE**

: Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. 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 appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

**OTHER POSTS****POST 30/188**

: **COMMUNITY DEVELOPMENT MANAGER GRADE**

**SALARY**

: R949 149 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 package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

**CENTRE**

: Tshwane Region and JHB Region  
Tshwane Region Ref No: SD/2021/08/04 (X1 Post)  
Johannesburg Metro Region Ref No: SD/2021/08/05 (X2 Posts)

**REQUIREMENTS**

: Appropriate three-year tertiary qualification. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. 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 Qualification. 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**

: 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. Monitors 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. Keep

	up to date with new developments in the community development and management fields to enhance service delivery.
<b><u>ENQUIRIES</u></b>	: Mr Atholang Kotsedi Tel No: (012) 359 3314-Tshwane Region and Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region
<b><u>APPLICATIONS</u></b>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr A Kotsedi Tel No:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001 and Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.
<b><u>NOTE</u></b>	: NB: 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>	: 10 September 2021
<b><u>POST 30/189</u></b>	: <b><u>MANAGER: SOCIAL WORK POLICY GRADE 1 REF NO 2021/08/06</u></b>
<b><u>SALARY</u></b>	: R794 889 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	: Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills.
<b><u>DUTIES</u></b>	: Develop/facilitate the development of policies for rendering a social work service in departments. Monitor, interpret and review legislation, policies, and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Ensure that subordinates are trained and developed to be able to deliver work of the required standard work. Plan and ensure that social work policy research and development are undertaken and complex social work research plans.
<b><u>ENQUIRIES</u></b>	: Ms V Cimini Tel No: (011) 355 7707
<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, Perm Building for attention Ms V Cimini (011) 355 7707.
<b><u>NOTE</u></b>	: NB: 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>	: 10 September 2021
<b><u>POST 30/190</u></b>	: <b><u>SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE GRADE 1 REF NO 2021/08/07</u></b>
<b><u>SALARY</u></b>	: R794 889 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	: JHB Metro Region
<b><u>REQUIREMENTS</u></b>	: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in Intake and Foster Care (Statutory Service). Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning, and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring. A valid driver's license.
<b><u>DUTIES</u></b>	: Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups, and

		communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance, and manage sub-directorate leave plan.
<b><u>ENQUIRIES</u></b>	:	Ms C Dukwana Tel No: (011) 355 9502 JHB Metro Region.
<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, Johannesburg Metro Region Ms CS Dukwana Tel No:(011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/191</u></b>	:	<b><u>GIS TECHNOLOGIST REF NO: SD/2021/08/08</u></b>
<b><u>SALARY</u></b>	:	R751 542 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Science (NQF 6/7) Geography/Geomatics or Environmental Sciences, A Valid drivers Licence, 3 years GISc professional experience, Registration with PLATO as a GISc professional.
<b><u>DUTIES</u></b>	:	To provide Technical function :Collect and capture of data from various formats and sources, Maintain GISc unit effectiveness: Ensure easy access to spatial information at all times, Governance: Allocate, control, monitor and report on all resources, Financial Management: Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs: GIS Implementation: Undertake system audit, requirement analysis and cost benefit analysis: Conduct research: Research, investigate and advice on new GIS technologies. Competencies: Skills: Strategic management and direction, problem solving and analysis, Team leadership, Computer skills, Planning and organising skills. Knowledge: Programme and project management GISc legal and operational compliance, Spatial modelling design and analysis knowledge, Research and development, Policy Formulation.
<b><u>ENQUIRIES</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/192</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: SD/2021/08/09</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R733 257 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Region
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6/7) in Human Resource Management with 3-5 years' experience in the field of Human Resource environment. A valid driver's license. 3 years' management/supervisory experience. 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.
<b><u>DUTIES</u></b>	:	Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordinate 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 decentralization 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.
<b><u>ENQUIRIES</u></b>	:	Ms ZO Noncolela Tel No: (011) 820 0429

<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to Private Bag x1008, Germiston, 1400.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms ZO Noncolela Tel No: (011) 820 0429
	:	NB: 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.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/193</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: SD/2021/08/10</u></b>
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	A three-year Tertiary Qualification in Human Resource Management/Human Resource Development with 3-5 years' experience in Human Resource Development environment in the Public Services. A valid driver's licence. 3 years' management/supervisory experience. 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.
<b><u>DUTIES</u></b>	:	Management and Coordination of Human Resource Development Programmes, Manage Departmental internal and External Bursary Programme, Manage National Scholarship Programme, Manage Departmental Internship and Learnership Programme. Management and coordination of a Workplace Skills Plans, Manage the development of the Departmental Workplace Skills Plan, Manage the submissions of a Workplace Skills Plan to SETA. Management of Departmental Skills Programmes. Facilitate Departmental Skills Development Forums' activities. Management of Training and Development Budget. Monitor expenditure against allocated 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
	:	NB: 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>	:	10 September 2021
<b><u>POST 30/194</u></b>	:	<b><u>DEPUTY DIRECTOR: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2021/08/11</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg)
	:	An NQF Level 7 qualification in Forensic Investigations/Fraud Examination (CFE). 3 – 5 years management experience within the investigations field and managing multiple investigations simultaneously. At least 10 years of working experience within investigation field and the undertaking of reporting on investigations. Valid driver's license. Must be a certified Ethics Officer. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment,

investigation, governance and integrity management framework of the public service and the ability to apply such technical knowledge in simple and complex assignments. Knowledge of a wide range of work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management and integrity management principles, frameworks and legislative requirements etc. to be able manage and guide the investigations, monitoring, reporting as well as corrective measures to be designed and implemented. Ability to design and manage the design investigation and fraud detection review procedures, checklists and work papers which will facilitate the testing to be undertaken and then reported on in line with legislative prescripts. Ability to plan and organise multiple investigations and independently manage allocated tasks and provide adequate and timeous progress reports to CRO. Knowledge of compilation of investigation reports which also include the design of action plans to address findings raised. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP etc., how they operate and all security parameters thereto and relevant to the investigation within the control environment. Skill and Competencies: Teamwork, supervision, good interpersonal relations, staff development, information system, policies, procedures, and legislations, analytical, project management, report writing, problem solving, planning and organizing skills, interrogation skills, time management skills, document management and evidence compilation skills, negotiations skills and advanced research skills.

#### **DUTIES**

: Manage all the requests for, undertaking of and reporting of investigations (Internally reported, through the National Anti-Corruption and Premiers Ethics Hotline): Manage liaison with law enforcement agencies in the investigation of fraud and corruption cases, oversight structures and externally appointed investigations capacity. Manage and report on all Losses reported: Manage the development and implementation of Loss Control Policy, procedures and directives, Manage the maintenance of electronic loss control registers and manual files from which statistical information is extracted from to undertake tend, root cause and impact analysis which is filtered into the Directorate reports. Manage the development, implementation and reporting of the ethics management framework for the department, Develop the unit's operational plan, Manage the implementation and reporting on the operational plan for the sub-directorate, Manage the component budget for all outsourced investigations and expenditure management, manage training and development of staff, manage staff leave, attendance, travel, Co-ordinate the activities of the sub-directorate, Manage staff performance.

#### **ENQUIRIES APPLICATIONS**

: Mr C Maabane Tel No: (011) 227 0060  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel- (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.

#### **NOTE**

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

#### **CLOSING DATE**

: 10 September 2021

#### **POST 30/195**

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: SD/2021/08/12**

#### **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 REQUIREMENTS**

: Head Office (Johannesburg)  
: 3 Year Tertiary Qualification (NQF Level 7/NQF Level 7) in the field of Risk Management. A minimum of 3 - 5 years management experience within risk management. At least 10 years' experience of working within the risk management field. A certified risk management practitioner designation would be an added advantage. A valid Code B driver's license. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, risk, governance and integrity management frameworks of the public services and the ability to apply such technical knowledge in simple and complex assignments. Knowledge and understanding of Public sector enterprise Risk management frameworks. Skills and Competencies: Teamwork, Management skills, good interpersonal

	relations, staff development, information system, policies, procedures and legislations, analytical thinking, advanced project management, report writing, problem solving, planning and organizing skills, communication skills, Interrogation skills, document management and evidence compilation skills, technical skills, time management skills, time management skills, negotiation skills, advanced research skills.
<b><u>DUTIES</u></b>	: Develop and facilitate the implementation and reporting on risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Facilitate the institutionalisation of risk management, Risk identification: Schedule risk identification sessions with directorates and schedule work through test on site in entities. Risk analysis and assessments: Assess the quality of risk impact and probability reports. Risk control activity: Evaluate identified risk control measures. Risk management communication and information: Communicate risk identified to entities. Support and enable the departmental risk management committee. Management of the Sub-Directorate: Develop the unit's operational plan. Manage the implementation and reporting of the operational plan for the Sub-Directorate, manage the component budget and expenditure management. Manage training and development of Staff. Manage staff leave, attendance, travel. Co-ordinate the activities of the sub-directorate.
<b><u>ENQUIRIES</u></b>	: Mr C Maabane Tel No: (011) 227 0060
<b><u>APPLICATIONS</u></b>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel- (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>NOTE</u></b>	: NB: 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>	: 10 September 2021
<b><u>POST 30/196</u></b>	: <b><u>SOCIAL WORK SUPERVISOR GRADE 1</u></b>
<b><u>SALARY</u></b>	: R384 228 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	: Johannesburg Metro Region (Directorate: Probation and Canalization) and Tshwane Region (Intake and Field) Johannesburg Metro Region Ref No. SD/2021/08/13 (X1 Post) Tshwane Region Ref No. SD/2021/08/14 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal, and written communication skills.
<b><u>DUTIES</u></b>	: Ensure that a Social Work service regarding the care, support, protection and development of vulnerable individuals, group, families, and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers, and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<b><u>ENQUIRIES</u></b>	: Ms CS Dukwana: Tel No: (011) 355 9502- Johannesburg Metro Region Mr Atlholang Kotsedi: Tel No: (012) 359 3314-Tshwane Region
<b><u>APPLICATIONS</u></b>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region for attention Ms CS Dukwana Tel No:(011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000 and Tshwane Region for attention Mr A Kotsedi



		Tel:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/197</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: SD/2021/08/15</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	3 years tertiary qualification in the field Internal/External Auditing (NQF Level 6/7). 3 – 5 years' experience at supervisory level in Internal and External Auditing field. It would be advantageous if a certified ethics officer. A valid Code B driver's license. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, governance and integrity management frameworks of the public service and the ability to apply such technical knowledge. Knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtor's management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records and integrity management etc. to be able supervise and guide the testing, monitoring and reporting. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP, how they operate and all security parameters thereto and relevant to the assessment of control environment. Skills and Competencies: Team working, Supervision and Communication skills, problem solving, conflict resolution, audit liaison, analytical thinking, technical and auditing skills, planning and organisation.
<b><u>DUTIES</u></b>	:	Supervise the control environment scanning, testing and improvement monitoring of the control environment and provide technical guidance, advice and support guidance to all management upon request (supplementary to the GAS Function): Do a preliminary evaluation of the overall control environment through engagement with management, reviews of auditors report, approved plans, reviews of investigation and fraud detection review reports, labour relations case logs as well as key controls assessments to be able to adequately commence the planning for a financial year. Supervise the testing and monitoring of the quarterly key controls assessments and reporting thereon to CRO: Supervise and guide the team in the planning and organisation of the quarterly key controls assessment with relevant management. Directly supervise the planned all assessment and monitoring of compliance and reporting to oversight bodies: Evaluate the correct interpretation, application, conclusions reached, and commitments made through all above testing and reporting prior to DD sign off. Supervise, monitor and provides updates on all processes(AG &GAS) across the department together with the appointment and supervision of probity auditor processes, Develop, monitor and provide progress updates on all audit improvements plans to ensure an effective and efficient control environment and good governance practices are maintained: Supervise and analyse the monthly testing of the implementation of audit action plans (AG & GAS) designed to resolve audit findings with relevant management. Supervise the Sub-Directorate: Supervise the implementation and reporting on the operational plan for the sub -directorate, Supervise the component budget and for probity audits projects, supervise training and development of staff, supervise staff leave, attendance, travel. Supervise the activities of the sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel- (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021

<b><u>POST 30/198</u></b>	:	<b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: SD/2021/08/16</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R376 596 per annum, plus benefits Head Office (Johannesburg) A 3-year tertiary qualification (NQF Level 6/7) with 3-5 years' experience. Demonstrated experience in Change Management. Knowledge in ICT systems. A valid Code B 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: Strategic Planning, Business Insight, Team working, Supervision and Communication skills.
<b><u>DUTIES</u></b>	:	Manage Business requirements gathering and monitor system usage: Provide facilitation for user consultation sessions. Monitor changes for development of training material for system users: Ensure that training materials are aligned to all changes on the system. Manage and Monitor alignment of the system to changing business requirements: Ensure the system is aligned to manual business processes. Develop and manage change management plans for the system in the Department: Ensure the implementation of business strategy.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Mabaso Tel No: (011) 355 7971 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 2000 for attention Ms C Mabaso Tel No: (011) 355 7971.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/199</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO FUNDING REF NO: SD/2021/08/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum, (plus benefits) Sedibeng Region A three-year tertiary qualification (NQF Level 6/7) in Public/Financial Management or Cost and Management Accounting with 3-4 years' experience in the field of Finance and with supervisory experience. A valid driver's license. Knowledge and understanding of PFMA, Policy on Financial rewards, Legislative frame works regulating NPO funding in the Public Services. Knowledge of departmental policy framework. Skills: Good Financial Management, Report writing, Planning and Organizing skills.
<b><u>DUTIES</u></b>	:	Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in the emerging NPOs. Manage staff development, training, leave plan, performance, workload, and monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms Lorna Harmse Tel No: (016) 930 2055 or Ms Bridget Nkeane Tel No: (016) 930 2096
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, No 3 Moshoeshoe Street, Sebokeng, Houtkop for attention Ms L Harmse Tel:(016) 930 2055 or Ms B Nkeane Tel: (016) 930 2096 or Private Bag X 209, Vanderbijlpark, 1911.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/200</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2021/08/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum, (plus benefits) Johannesburg Metro Region A three years' tertiary qualification (NQF Level 6/7) in Public Management/Monitoring and Evaluation with 3-5 years' experience at supervisory level in the NPO environment. A valid driver's license. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO's in the Public Sector. Knowledge and understanding of Departmental processes and procedures

		regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.
<b><u>DUTIES</u></b>	:	Planning and scheduling staff and resources for conducting of onsite financial compliance Monitoring to funded organisations. Managing the identification of discrepancies on compliance of funded NPO's. Scheduling staff and other resources on the identification of NPO's financial and administrative capacity building requirements. Managing the provision and submission of progress reports on the implementation of NPO's financial and administrative capacity building plan. Managing the preparation of reports on programmes performed by NPO's. Planning and schedule staff for assessment of current financial and administrative capacity of all existing funded NPO's. Managing the completion and submission of recommended appropriate interventions. Developing staff work plan. Supervising staff performance.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox street, for Attention Ms CS Dukwana Tel:(011) 355 9502 or Private Bag X1, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/201</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u></b> <b><u>REF NO: SD/2021/08/19</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum, (plus benefits)
	:	Tshwane Region
	:	A three-year tertiary qualification (NQF Level 6 or 7) in Finance/Supply Chain Management or equivalent qualification with a minimum of 3-5 years' experience at supervisory level in Finance or Supply Chain Management environment in the Public Service. A Valid driver's licence. Knowledge and understanding of legislative and policy framework regulating Financial Management systems, procedures, and processes in the Public Service. Knowledge and understanding of legislative and policy framework regulating Supply Chain Management systems, procedures, and processes in the Public Service. Problem Solving, Customer Focus and Responsiveness, Communication, Honesty, and Integrity. Skills Report writing skills, Communication skills, Problem solving skills, Interpersonal skills, Planning and Organising skills, Coordination skills and Analytical skills.
<b><u>DUTIES</u></b>	:	Management of Finance Functions, Management of Procurement functions, Management of Assets, Management of outsourced contracts, Management of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Attholang Kotsedi Tel No: (012) 359 3314
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr A Kotsedi Tel:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/202</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND RECORDS MANAGEMENT</u></b> <b><u>REF NO: SD/2021/08/20</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum, (plus benefits)
	:	JHB Metro Region
	:	A 3 Three-year Tertiary qualification (NQF Level 6/7) in Human Resource Management with 3-5 years' experience. A Valid drivers' licence. Skills and Competencies: Knowledge and understanding of Human Resource legislative, policy, procedures, and processes applicable in the public service. Communication, Management Dispute Resolution Conflict Resolution, Negotiation Planning and organizing Analytical, Computer and Presentation Skills.
<b><u>DUTIES</u></b>	:	Coordination of Recruitment, Coordination of Service Benefits and Conditions of Service Functions. Coordination of Labour Relations and Human Resource

		Development Functions. Coordination of Performance Management and Document Management Function. Management of Staff.
<b><u>ENQUIRIES</u></b>	:	Ms DN Mahlangu Tel No: (011) 355 9528
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 41 Fox Street, Johannesburg 2000, for Attention- Ms DN Mahlangu Tel No: (011) 355 9528.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/203</u></b>	:	<b><u>ASSISTANT DIRECTOR- LABOUR RELATIONS REF NO: SD/2021/08/21</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A three-year Tertiary qualification (NQF Level 6/7) in Human Resource Management/Labour Relations /Labour Law or equivalent qualification with 3-5 years' Supervisory experience in Labour Relations. A valid driver's licence. Knowledge and understanding of Collective Bargaining, Dispute Resolution, Management of Discipline and Grievances, legislation and policy framework, procedures, and processes applicable in the Public Service. Knowledge and understanding of current Collective Agreements legally binding to the Department. Knowledge and understanding of Departmental Labour Relations challenges, priorities, procedures, and processes. Skills and Competencies: Ability to handle pressure, report writing, negotiation, conflict resolution, people management, communication, and collective bargaining skills.
<b><u>DUTIES</u></b>	:	Attend Departmental Multi-Lateral Forums, Collective Bargaining Forums, Attend to and support entity multi-lateral forums and Bilateral Forums. Represent the Department in conciliation cases, Dispute Resolution arbitration cases and implement the outcomes /agreements arising from dispute cases. Management of Discipline, represent the Department during formal disciplinary hearing, provide advice on informal disciplinary hearing and ensure the implementation of disciplinary sanctions. Management of Grievances and advice line managers in resolving staff grievances and monitor the implementation of grievance outcomes. Coordination of employment relation reporting and administration of the Regions and Head Office. Report on Departmental bargaining processes, disputes, grievances, and disciplinary cases.
<b><u>ENQUIRIES</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel No: (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/204</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: SD/2021/08/22</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A three-year Tertiary Qualification in Built environment or Facilities Management. A minimum of 3 – 5 years' experience at supervisor level. A valid driver's licence. Computer Literacy. Knowledge of PFMA, Treasury Regulation, Practice Notes, Instructions and Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies and National Building Standards Act and Regulations. Knowledge of OHS Act, Government Immovable Asset Management Act, Public Service Act and Provincial IDMS Framework. Skills and Competencies: analytic, project management, communication, problem solving, conflict management interpersonal, planning and organising, leadership and coordination skills. Teamwork, staff development, information systems and budgeting process.
<b><u>DUTIES</u></b>	:	Overall management of the facilities Management in the Department, Acquiring of office accommodation for all Regions. Develop plans, budgets and service models for provision of hygiene and cleaning services in Head office. Management of FMU budget utilisation which includes procurement of goods and services. Ensure leased buildings comply with the minimum building

		regulations before occupation. Ensure that lease agreements with private Landlords are signed timeously. Manage staff development and performance against the Departmental objectives in line with strategic, operational and turnaround plans. Participating in the development, monitoring and review of operational plans of the unit. Ensure that lease agreements with private Landlords are signed timeously. Prepare specifications for contract services such as hygiene and cleaning in Head office.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr Z Jaca, Tel No: (011) 355 7678 or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/205</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER REF NO: SD/2021/08/23</u></b>
<b><u>SALARY</u></b>	:	R363 801 per annum, (within the OSD Framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development and financial management.
<b><u>DUTIES</u></b>	:	Develop, implement, and maintain HIV and AIDS policies and guidelines. Monitor and evaluate HIV and AIDS services rendered by funded NPO's. Conduct training and capacity building. Communicate revised policies, norms, and standards. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields. Perform the administrative functions required in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATION</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000 for attention Mr Z Jaca (011) 355 7678.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/206</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2021/08/24 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R363 801 per annum, (within the OSD Framework)
<b><u>CENTRE</u></b>	:	Ekurhuleni Region
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in Community Development, Development studies or Social Sciences and minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Integrated Community Development and mobilization functions in the Public service. Knowledge and understanding of Departmental Community development priorities and commitments. Good report writing, communication, coordination, computer literacy, planning and organizing skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Supervising Assistant and Community Development practitioners towards household and community profiling, identification of priority interventions and the implementation of community development interventions. Monitor the promotion and implementation of various youth development, outreach, and social programmes. Monitor and guide the identification of cooperatives and Non-Profit Organizations in need of interventions and the implementation of empowerment programmes. Plan, prepare and analyse household profiling. Supervise and monitor identified development interventions. Plan and monitor the provision of food parcels to communities and the households in distress and assist in the registration and establishment of regional food banks.

		Monitors identify and report on the distributions of school uniforms to schools in need. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms Ziyanda Noncolela Tel No: (011) 820 0429
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Attention- Ms Z Noncolela Tel- (011) 820 0429) Ekurhuleni Region, 40 Catlin Street Germiston 1401
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/207</u></b>	:	<b><u>SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2020/08/25</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 3-year tertiary qualification (NQF Level 6/7) in Internal Auditing/Internal Control. Minimum 2-3 years' experience at a supervisory level. Code B Driver's License. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtor's management, creditors management, strategic planning, monitoring, and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills.
<b><u>DUTIES</u></b>	:	Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Plan and organize the quarterly key controls assessment with relevant management without assistance from supervisor. Undertake the testing and reporting on the quarterly key control assessments with no assistance of supervisor. Communicate all deficiencies identified with relevant management during the quarterly assessment without assistance of supervisor. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING IV, Integrity Management Framework. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury without assistance of the supervisor. Supervise and monitor audit processes. Monthly undertake the tracking of status of implementation of audit action plans (AG & GAS) designed to resolve audit findings with relevant management. Testing the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings. Make inputs to the Directorates budgeting and strategic planning process.
<b><u>ENQUIRIES</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel No: (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/208</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: ORGANIZATIONAL DEVELOPMENT &amp; CHANGE MANAGEMENT REF NO: SD/2021/08/26</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 3 Year Tertiary Qualification (NQF Level 6/7) in Management Services / Operations or Production Management /Industrial psychology /Human Resource Management and Productivity Management. 2 – 3 years' experience

		in the OD environment, Knowledge and understanding of Organizational Development systems, procedures, processes, and practices applicable in the Public Service. Knowledge and application of PERSAL system. Skills and Competencies: change management, establishment administration, job profiling, report writing, consultation, communication, people Management and Inter-personal Skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordination of Job Profiling functions, Coordination of Job Evaluation Functions. Coordination of Organizational Structure and Establishment Functions. Coordination of Change Management Projects. Assist in coordination of Human Resource Planning Functions. Coordination of Work Study Functions.
<b><u>ENQUIRIES</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<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 Perm Building. For attention Mr C Maabane (011) 227 0060.
<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>	:	10 September 2021
<b><u>POST 30/209</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER-RECRUITMENT REF NO: SD/2021/08/28</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>	:	Three-year Tertiary qualification (NQF Level 6/7) in Human Resource Management with 2 - 3 years' experience in the Recruitment environment in the Public Service. A valid driver's licence. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes, and procedures applicable in the Public Service. Skills and Competencies: Target oriented individual, Performance and self-driven, Honesty and integrity. Must have facilitation skills, consultation skills, budgeting skills, leadership skills, problem solving skills and communication skills, people management and empowerment skills.
<b><u>DUTIES</u></b>	:	Management of Pre-recruitment functions. Supervise the preparation and submission for approval of motivation for filling of posts. Draft and place job adverts. Management of Selection Procedures. Plan and schedule staff for preliminary shortlisting. Manage the preparation of shortlisting and interview motivation. Management of Appointment Procedures. Supervise the preparation and submission of documents for processing of appointment of staff on PERSAL. Management of Probation Process. Monitor the receiving, capturing, and archiving of quarterly probation reports. Management of Promotions. Supervise the preparation and submission of documents for promotion of staff. Management of Transfers. Management of OSD Functions. Supervise the appointment procedures and processes of OSD staff categories. Management of Staff. Manage staff performance. Plan and implement staff development.
<b><u>ENQUIRIES</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel No: (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/210</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg Metro Region and Head Office (Johannesburg) Johannesburg Metro Region: Ref No; SD/2021/08/29 (X1 Post) Head Office: Ref No: SD/2021/08/30 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' administrative experience in Fleet Management environment. A Valid driver's licence. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation,

		administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.
<b><u>DUTIES</u></b>	:	Vehicle inspections. Booking of vehicles for repairs and servicing. Compliance monitoring of vehicles. Monitoring of vehicle utilisation. Management of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502 and Mr Z Jaka Tel No: (011) 355 7678
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox street, Private Bag X1, Johannesburg, 2000 and 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr Z Jaka, Tel- (011) 355 7678 or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/211</u></b>	:	<b><u>SENIOR SUPPLY CHAIN OFFICER TENDER &amp; CONTRACT MANAGEMENT REF NO: SD/2021/08/31</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	316 791 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	A 3-year tertiary qualification (NQF level 6 or 7) in Supply Chain with 2-3 experience in the Supervisory level in Supply Chain/ Logistics/ Finance and Public Management. A valid driver's licence. Basic Knowledge and understanding of tender and contract management legislative framework in the Public Service. Knowledge and understanding of PFMA. Skills and Competencies: Report writing, communication, problem solving, interpersonal skills, Tender administration skills, planning and organizing skill.
<b><u>DUTIES</u></b>	:	Execution of short terms contracts for outsourced services and quotations above R500 000.00 to R1 million. Notify end-users about submission of specifications for short term contracts and ensure that the specifications are in line with legislative requirements. Maintain register of short of short-term contracts and submission of reports on monthly basis. Loading of outsourced service contracts on the SAP and CRA. Loading of RT Contracts on the SAP system. Monitor compliance to short contracts terms and conditions. Render secretarial and support services to the Quotation Committee.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms V Cimani Tel No: (011) 355 7707
	:	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- Ms V Cimani (011) 355 7707.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/212</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES REF NO: SD/2021/08/32</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum, (plus benefits)
	:	Walter Sisulu Child and Youth Care Centre
	:	A three (3) year' Tertiary Qualification (NQF Level 6/7) 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Robert Opperman Tel No: (011) 983 0000
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr RD Opperman Tel : (011) 983 0000, Walter Sisulu Child and Youth Care Centre, No 03 Modder Street, Noordgesig, Soweto, 1804.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/213</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION</u></b> <b><u>REF NO: SD/2021/08/33</u></b> (Directorate: Monitoring and Evaluation)
<b><u>SALARY</u></b>	:	R316 791 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg Metro Region
<b><u>REQUIREMENTS</u></b>	:	A three-year qualification (NQF Level 6/7) in Monitoring and Evaluation with 3-4 years' experience in Performance Monitoring and Evaluation environment. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes, and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer, and interpersonal relations skills. Honest and innovation individual.
<b><u>DUTIES</u></b>	:	Verification of programme performance information. Provision in the Development of Monitoring and Evaluation policies. Monitoring of Regions and Institutions of performance date. Compilation of accurate and valid programme performance reports. Supervision of staff and interns.
<b><u>ENQUIRIES</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox street, for attention Ms CS Dukwana Tel No: (011) 355 9502 or Private Bag X1, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/214</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FACILITY MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Mary Moodley Child and Youth Care Centre and JW Luckhoff Child and Youth Care Centre JW Luckhoff CYCC Ref No: SD/2021/08/34 (X1 Post) Marry Moodley CYCC Ref No: SD/2021/08/35 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A three (3) year' Tertiary Qualification (NQF Level 6/7) 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.

<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms T Chauke Tel No: (011) 964 8725- Mary Moodley CYCC and Ms MCJ Fouche Tel No: (010) 344 1280- JW Luckhoff CYCC
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Mary Moodley Child and Youth Care Centre, 1 Tsetsebe Street, Mackenzie Park, Benoni, 1500 for attention: Ms T Chauke Tel No: (011) 964 8725 and JW Luckhoff Child and Youth Care Centre, R23 Balfour/Standerton Road, Heidelberg, 1441 for attention Ms MCJ Fouche Tel No: (010) 344 1280
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/215</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: RESEARCH AND POLICY COORDINATION</u></b> <b><u>REF NO: SD/2021/08/36</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification at NQF level 6 or 7 in the field of Public Policy with 1 - 2 years' experience in policy and research environment in the Public Service. A valid driver's licence understanding of Policy processes, procedures, systems monitoring and evaluation. Skills and Competencies: Report writing, communication, Analytical skills, problem solving, interpersonal skills, Planning and co-ordinating.
<b><u>DUTIES</u></b>	:	Policy Analysis. Provide assistance in the analysis of existing policies, assist in the identification of policy gaps, compile a policy analysis report. Policy Development Assist in the design of draft policies in terms of policy development systems, procedures, and processes. Policy Implementation. Disseminate revised and newly developed policies to staff. Policy Monitoring and Evaluation Conduct the monitoring of approved policies based on the correct and effective implementation of approved policies. Policy Review, analyse policy gaps identified during implementation phase Submit proposed policy amendments for consultation and approval process.
<b><u>ENQUIRIES</u></b>	:	Ms V Cimini Tel No: (011) 355 7707
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 for Attention – Ms V Cimini (011) 355 7707.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/216</u></b>	:	<b><u>ADMINISTRATION OFFICER: ACCOUNTS PAYABLE REF NO:</u></b> <b><u>SD/2021/08/37</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year Tertiary qualification in Finance NQF Level 6 or 7 with 1-2 years' experience in Finance. A valid driver's license. Knowledge and understanding of legislative and policy framework regulating the accounts payable processes, procedures, and systems. Knowledge and understanding of Departmental Accounts Payable procedures, processes, and systems. Knowledge and understanding the PFMA act. Knowledge and understanding the treasury regulations. Skills and competencies: Analytical, Report writing, Communication, Interpersonal, Coordination and Facilitation skills.
<b><u>DUTIES</u></b>	:	Prepare of expenditure within Department. Replenishment of petty cash and cashier services: Prepare and compile petty cash request and pocket money. Reconciliation of payments: Compilation and reconciliation of all creditors including +2000 NGOs. Maintenance of accounting records: Update and maintain the filing system of all accounting records. Implement individual Entity

		registration record. Update and maintain the Invoice Register. Financial reporting. Prepare monthly expenditure reports. Prepare quarterly expenditure reports.
<b><u>ENQUIRIES</u></b>	:	Mr O Mkhabela Tel No: 011 355 7937
<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 Perm Building.
<b><u>FOR ATTENTION</u></b>	:	Ms N Dube Tel No: (011) 355 7672
<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>	:	10 September 2021
<b><u>POST 30/217</u></b>	:	<b><u>COMMUNICATIONS OFFICER - GRAPHIC DESIGNER REF NO: SD/2021/08/38</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 6/7 qualification in Graphic Design or in related fields. Minimum 2-3 years desktop publishing skills, layout and design, graphic design skills, DTP and photo editing, media production skills, ability to communicate effectively with appropriate target audiences both internal and external. IT skills, presentation skills and knowledge of Apple Macintosh computer literacy and proficiency in adobe Creative Suite experience. Ability to creatively interpret briefs from clients and ensuring compliance to CI manual. An experience working in an advertising agency or printing environment will be an added advantage. A Valid driver's licence. A full portfolio of evidence highlighting the candidates work will be required should they be shortlisted.
<b><u>DUTIES</u></b>	:	Review text, graphics, or other materials created by content developers and design products for publication on platforms specified by clients. Edit graphics, photographs, images and illustrations for use in creative designs and ensure that the CI Manual is protected, and all products produced especially stationery and all other material designed complies with the CI requirements. Integrate text and images to ensure creative cohesive material for clients and conceptualised products in line with client's briefs. Design products such as stationery, posters, pamphlets, booklets, banners, backdrops, brochures, newsletters, adverts, promoting the corporate image of the Gauteng Provincial Government. Liaise with clients/photographers and report to Assistant Director Marketing on their outputs. Technically proficiency in all design hardware and software tools including but not restricted to Apple Mac's Hardware and Adobe Suite software.
<b><u>ENQUIRIES</u></b>	:	Ms V Cimoni Tel No: (011) 355 7707
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street per Building.
<b><u>FOR ATTENTION</u></b>	:	Ms V Cimoni Tel No: (011) 355 7707
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures.
<b><u>CLOSING DATE</u></b>	:	10 September 2021
<b><u>POST 30/218</u></b>	:	<b><u>SUPPLY CHAIN OFFICER (PROCUREMENT) REF NO: SD/2021/08/39</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Soshanguve Secure Care Centre
<b><u>REQUIREMENTS</u></b>	:	A 3 years' tertiary qualification (NQF Level 6 or 7) in Logistical/Purchasing or equivalent with 1-2 years' experience in the field. A valid driver's licence. Skills and Competencies: Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of Departmental constitutional mandate. Budget and financial management skills. Good conflict resolution and people management skills. Computer literate and communications skills.
<b><u>DUTIES</u></b>	:	Supervise the capturing of requisitions. Assist end users with using of catalogue and material masters. Supervise expediting of outstanding orders. Facilitation of quotation from vendors. Payment management. Supervise and expediting on all invoices submitted to GDF. Monitor finalisation of queries with Department. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms California Sekgothe Tel No: (012) 730 2015

<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development for attention Ms California Sekgothe Tel No: (012) 730 2015, Soshanguve Secure Care Centre, 313 Soutpan Road, Private Bag X 73, Soshanguve, 0152.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/219</u></b>	:	<b><u>ADMINISTRATIVE OFFICER-FINANCE REF NO: SD/2021/08/40</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum, (plus benefits)
<b><u>CENRE</u></b>	:	Tshwane Region
<b><u>REQUIREMENTS</u></b>	:	A 3 Year Tertiary Qualification (NQF Level 6/7) with 1 – 2 years' relevant experience in administrative environment. A valid driver's licence. Knowledge of Public Sector Finance. Knowledge of legislative prescripts relating to Public Finance. Knowledge of Public Sector Finance. Computer Literacy and knowledge of Computer Software Programs i.e., MS Office package. Skills and Competencies Report writing, communication, problem solving, interpersonal skills, planning and organizing skill.
<b><u>DUTIES</u></b>	:	Supervise the costing of budget inputs and consolidate budget inputs. Monitor budget and expenditure. Supervise financial administration functions and cashier services. Administer Place of Safety payments and other inter-governmental payment processes. Supervision of finance staff.
<b><u>ENQUIRIES</u></b>	:	Mr Athlang Kotsedi Tel No: (012) 359 3314
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr A Kotsedi Tel:(012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001.
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021
<b><u>POST 30/220</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 REF NO SD/2021/08/41</u></b>
<b><u>SALARY</u></b>	:	R256 905 per annum, (within the OSD framework)
<b><u>CENRE</u></b>	:	JW Luckhoff Child and Youth Care Centre
<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. Registration with SANC as Professional Nurse. Knowledge and understanding of legislative and policy mandates regulating Nursing practice, processes, and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the institution. Skills and Competencies: Project Management, analytical, Report Writing, Monitoring and Evaluation, Communication and People Management Skills, Specialization in Psychiatry will be an added advantage.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practise in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing as directed by the professional code of practice and standard as determined by the relevant health facility.
<b><u>ENQUIRIES</u></b>	:	Ms MCJ Fouche Tel No: (010) 344 1280
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development JW Luckhoff Child and Youth Care Centre, R23 Balfour/Standerton Road, Heidelberg, 1441
<b><u>FOR ATTENTION</u></b>	:	Ms MCJ Fouche Tel No: (010) 344 1280
<b><u>NOTE</u></b>	:	NB: 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>	:	10 September 2021

## DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

### INTERNSHIP PROGRAMME FOR 2021/2023

<b><u>APPLICATIONS</u></b>	:	Should be submitted to 35 Surrey house, NBS Building, corner Fox and Rissik Street, Johannesburg, 2000 or by email <a href="mailto:SACR.Recruitment@gauteng.gov.za">SACR.Recruitment@gauteng.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	22 September 2021

**NOTE** : Gauteng Department of Sport, Arts, Culture and Recreation would like to invite qualifying graduates to apply to participate in an internship programme in the 2021/ 2023 financial year. Gauteng Department of Sport, Arts, Culture and Recreation uphold the right to place or reject applications based on service delivery needs and requirements. The internship is meant to provide work exposure to sixty (60) graduates for a period of twenty-four (24) months. Applicants must be unemployed and never participated in the internship programme previously. Placement in the organization after the programme is not guarantee, Applications should be accompanied by new Z83 form, CV and copies of qualifications, Identity documents and any other relevant documents. Such copies need not be certified when applying for an internship programme. Certified documents will be required from shortlisted applicants. 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. No applications will be considered after the closing date.

#### **OTHER POSTS**

**POST 30/221** : **GRADUATE INTERNSHIP PROGRAMME STRATEGIC MANAGEMENT REFS/ 3/2/1 (X2 POSTS)**  
Directorate: Strategic Management  
Sub- Directorate: Strategic Management

**STIPEND** : R6 083.70 per month  
**CENTRE** : (Head Office) Johannesburg  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Public/ Business Administration / Management / Monitoring and Evaluation relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

**ENQUIRIES** : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

**POST 30/222** : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/2 (X1 POST)**  
Directorate: Transformation (GEYODI)

**STIPEND** : R6 083.70 per month  
**CENTRE** : (Head Office) Johannesburg  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Public Administration/ Gender Studies relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

**ENQUIRIES** : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

**POST 30/223** : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/3 (X3 POSTS)**  
Chief Directorate: Corporate Services  
Directorate: Communication

**STIPEND** : R6 083.70 per month  
**CENTRE** : (Head Office) Johannesburg  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in in Project Management / Public Relations / Internal communication / Graphic Design / Digital Media /Journalism / Marketing / Office Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

**ENQUIRIES** : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

**POST 30/224** : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/4 (X2 POSTS)**  
Chief Directorate: Corporate Services  
Sub-Directorate: Information and Communication Technology

**STIPEND** : R6 083.70 per month  
**CENTRE** : (Head Office) Johannesburg  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in MCSE/MCSA /Diploma in Information Technology MCSE/MCSA/Share Point Developer/Computer science/ Software Programming and Development

		relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/225</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ /3/2/5 (X2 POSTS)</u></b> Chief Directorate: Sport and Recreation Directorate: Sport and Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	(Head office and GSC)
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport Administration/ Management / Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/226</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS//3/2/6 (X2 POSTS)</u></b> Chief Directorate: Sport and Recreation Directorate: Sport Development
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	(Head Office) Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in in Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/227</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/7 (X2 POSTS SPORTS AND RECREATION)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	Central Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport Administration/ Management / Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/228</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/8 (X2 POSTS ARTS AND CULTURE)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	Central Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/229</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/9 (X1 ADMIN)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	Central Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/230</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/10 (X2 POSTS ARTS AND CULTURE)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	West Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/231</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/11 (X2 POSTS SPORT AND RECREATION)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	West Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education) relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/232</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/12 (X1 ADMIN)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	West Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/233</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/13 (X2 POSTS ARTS AND CULTURE)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	East Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/234</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/12 (X2 POSTS SPORT AND RECREATION)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	East Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education) qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/235</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/13 (X1 ADMIN)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	East Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/236</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/14 (X2 POSTS ARTS AND CULTURE)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	South Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Degree in Arts & Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/237</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/15 (X2 POSTS SPORT AND RECREATION)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	South Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education) or relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/238</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/16 (X1 ADMIN)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	South Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Finance/Administration Management/ Transport Management or relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/239</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/17 (X2 POSTS ARTS AND CULTURE)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	North Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Culture Management/Project Management/Any Arts & Culture related qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).



<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/240</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/18 (X2 SPORT AND RECREATION)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	North Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport/ Leisure and Recreation/Sport and Recreation Environment/Science in Recreation/Leisure Studies /Outdoor Education relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/241</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/19 (X1 POST ADMIN)</u></b> Chief Directorate: Corridor Coordination
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	North Corridor
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Finance/Administration Management/ Transport Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/242</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/23 (X2 POSTS)</u></b> Chief Directorate: Cultural Affairs Directorate: Creative Cluster
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	(Head Office) Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Arts & Culture Management/Project Management relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/243</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/24 (X5 POSTS)</u></b> Chief Directorate: Cultural Affairs Directorate: Library Services
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	Head office and Corridors
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Library and Information Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/244</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/25 (X2 POSTS)</u></b> Chief Directorate: Cultural Affairs Directorate: Archives
<b><u>STIPEND</u></b>	:	R6 083.70 per month
<b><u>CENTRE</u></b>	:	Kagiso Archiving Centre
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Archives and Records Management/ relevant qualification as recognized by

		SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/245</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/26 (X2 POSTS)</u></b> Chief Directorate: Cultural Affairs Sub- Directorate: PHRA-G
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R6 083.70 per month (Head office and PHRA-G)
	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Heritage Management and Conservation Studies / Social Sciences Studies, Measuring in History, etc. /Tourism and Conservation studies /Studies in Architecture and Architectural History / Archaeology and Paleontology Studies relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/246</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ /3/2/5 (X2 POSTS)</u></b> Chief Directorate: Sport and Recreation Directorate: Competitive Sports
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	R6 083.70 per month (Head office and GSC)
	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Sport Administration/ Management / Sports Science relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/247</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/3/2/27 (X3 POSTS)</u></b> Chief Directorate: Cultural Affairs Directorate: Heritage
<b><u>STIPEND CENTRE</u></b>	:	R6 083.70 per month. Head Office
	:	Xitsonga Language (X1 Post) Afrikaans (X1 Post) Sign Language (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in languages or qualification with one of the relevant Languages as a Major Subject, relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).
<b><u>ENQUIRIES</u></b>	:	Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606
<b><u>POST 30/248</u></b>	:	<b><u>GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/28 (X5 POSTS)</u></b> Chief Directorate: Cultural Affairs Sub- Directorate: Museums
<b><u>STIPEND CENTRE</u></b>	:	R6 083.70 per month. Head Office
	:	Museums (X3 Posts) Liberation Heritage Route and Heroes and Heroines (X1 Post) National Symbols (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in GIS, Social Science (History, Geography and Anthropology)/Cultural Heritage relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

**ENQUIRIES** : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606

**POST 30/249** : **GRADUATE INTERNSHIP PROGRAMME REF NO: REFS/ 3/2/29 (X2 POSTS)**  
 Chief Directorate: Cultural Affairs  
 Sub- Directorate: Geographical Names

**STIPEND** : R6 083.70 per month.  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (03) years (NQF 7) in Heritage / Political Science / Arts and Culture / Museums / Facility Management/ Tourism relevant qualification as recognized by SAQA. Skills required are computer literacy, Communication verbal and written).

**ENQUIRIES** : Ms. Buyisile Tshabalala Tel No: (011) 355 2807 or Ms. Christinah Molubi Tel No: (011) 355 - 2606