

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS

DISTRICTS EKURHULENI NORTH (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500. Enquiries: Emily Mochela Tel No: (011) 746-8190.

DISTRICT EKURHULENI SOUTH (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456. Enquiries: Xolani Kheswa Tel No: (011) 389-6062.

GAUTENG EAST (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address, Springs: 1560. Enquiries: Mpho Leotlela Tel No: (011) 736-0717.

DISTRICT GAUTENG NORTH (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001. Enquiries: Alfred Phaswana Tel No: (012) 846-3754

DISTRICT GAUTENG WEST (GW): Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740. Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.

DISTRICT JOHANNESBURG CENTRAL (JC): Physical Address: Corner Morola & Chris Hani road Soweto College. Pimville, Postal Address: P.O. Box 900064, Bertsham, 2013. Enquiries: Linda Mabutho Tel No: (011) 983-2231.

DISTRICT JOHANNESBURG EAST (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton, Postal Address: Private Bag X9910, Sandton, 2146. Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109.

DISTRICT JOHANNESBURG NORTH (JN): Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017. Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378.

DISTRICT JOHANNESBURG SOUTH (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820. Enquiries: Patrick Sesane Tel No: (011) 247-5957

DISTRICT JOHANNESBURG WEST (JW): Physical Address: 20 Madeline street Florida, Postal Address: P.O. Box 1995, Florida,1709. Enquiries: Lizwe Jafta Tel No: (061) 483 3054.

DISTRICT SEDIBENG EAST (SE): Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging, Postal Address: Private Bag X05, Vereeniging, 1930. Enquiries: Peter Nkgage: Tel No: (016) 440-1861.

DISTRICT SEDIBENG WEST (SW): Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900. Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193.

DISTRICT TSWANE NORTH (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria, Postal Address: Private Bag X925, Pretoria, 0001 Enquiries: Ephraim Magakoa Tel No: (012) 543 1044.

DISTRICT TSWANE SOUTH (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001. Enquiries: Margie van der Walt Tel No: (012) 401 6363/5.

DISTRICT TSHWANE WEST (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200. Enquiries: Priscilla Ravele Tel No: (012) 725 1451.

HEAD OFFICE (HO) Physical Address: 26th Loveday street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001. Enquiries: Check Enquiries on the Advert

CLOSING DATE

: 20 September 2019

NOTE

: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 32/73

: **SENIOR ADMINISTRATIVE OFFICER: BID ADJUDICATION SECRETARIAT**
REF NO: HO2019/09/01 (X2 POSTS)
Chief Directorate: Supply Chain Management

SALARY

: R316 791 per annum

CENTRE

: Head Office

REQUIREMENTS

: An appropriate three- year National Diploma/Degree in Public Management/administration plus minimum of 2 years' experience in secretariat/administration environment. A sound working knowledge of Public Service Regulations, knowledge of Public Service Act, Public Finance Management Act. Batho Pele principles, knowledge of Basic Conditions of Employment Act and HR Prescripts. Minutes taking, listening skills, Computer literacy, Communication Skills, Project Management and Problem-solving skills. Internal personal relations. Policy development and research skills. Supervisory skills. Report writing skills. Innovation and creativity skills.

DUTIES

: Provide efficient support to the executive secretariat during BAC and BSCOM meetings. Communicate the BAC and BSCOM decisions and resolutions to relevant internal and external stakeholders. Provide Administrative and logistical support to the BAC and BSCOM meetings. Control the quality of compiled meeting packs and minutes. Carry out analysis and provide quality assurance on various documents and consolidate inputs for consideration by both BAC and BSCOM. Provide effective and efficient follow up system for the implementation of BAC and BSCOM Recommendations and Decisions. Provide support on the implementation of all BAC and BSCOM Reports and resolutions and monitor compliance thereof. Provide regular feedback to the Unit Head on matters relating to the Component. Facilitate follow up on the implementation of the BAC and BSCOM decisions. Maintain a decision tracking grid for the Chairperson of the BAC. Provide guidance on the implementation and maintenance of effective and efficient administrative systems and procedures within the Office of the Secretariat. Provide advice and support on the implementation and maintenance of internal filing system for the Secretariat in terms of the departmental records management prescripts. Provide effective and secure archiving system for the BAC and BSCOM documentation. Monitor the manual and electronic recording of decisions from meetings. Monitor the implementation and maintenance of correspondence tracking system for all

Secretariat correspondence. Ensure the effective, efficient and economic utilisation of allocated resources. Manage and identify poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit work plan, performance development plan, job description and performance agreements of staff. Ensure staff is kept abreast of all new prescripts and policies. Provide input in terms of the compilation of Unit's Budget and monitoring thereof. Prepare submissions, letters and internal memorandums.

ENQUIRIES : Ms Matshidiso Ramela Tel No: (011) 355 0845

POST 32/74 : **SENIOR STATE ACCOUNTANT REF NO: TS2019/09/10**
Sub Directorate: Finance and Administration
Section: Finance Management

SALARY : R316 791 per annum
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate recognised 3-year relevant qualification (National Diploma/Degree) plus 1 year' experience working in Finance Management/Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Receive Budget Allocation letter for the Financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff within the Finance Management unit. The successful incumbent will report to the Assistant Director of the unit.

ENQUIRIES : TS District: Ms M Van Der Walt Tel No: (012) 401 6363

<u>POST 32/75</u>	:	<u>SENIOR ADMIN OFFICER: TRANSPORT REF NO: SE2019/09/35</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Sedibeng East District
<u>REQUIREMENTS</u>	:	An appropriate recognized three (3) years National Diploma/Degree in Transport Management plus 2 years' relevant experience in Transport. Environment. Knowledge of Transport policies (Subsidized and g-Fleet vehicles). Knowledge of legislative frameworks applicable in the public sector. Good managerial and Supervisory skills, good interpersonal skills, organizing ability, computer skills (e.g. Ms. Suite). Candidate must be in possession of a driver's license (Manual). Key competencies: Training on Electronic Log System (ELS), Financial Information System (FIS), Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Knowledge of vehicle tracking system. Knowledge of subsidized vehicle application system (Affordability Calculator). Ability to track vehicles on the ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadlines.
<u>DUTIES</u>	:	Supervise, render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Ensure that staff is kept abreast of all new prescripts and policies. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs.
<u>ENQUIRIES</u>	:	Mr. Peter Nkgage Tel No: 016 440 1856
<u>POST 32/76</u>	:	<u>CHIEF ADMIN CLERK REF NO: HO2019/09/03 (X2 POSTS)</u> Directorate: Examinations Management Sub-directorate: Marking Process Unit
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office

REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. A valid driver's licence is essential. Skills and Competencies: Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure; Ability to work independently and meet deadlines.

DUTIES : Provide administrative support to the Directorate within the marking processes unit. Ensuring effective liaison and communication with internal and external stakeholders. Assisting with the budget and procurement for the sub-directorate. Collect, control, capture and mop up all marking claim forms. Undertake ad hoc assignments that may be assigned. Provide manual and digital archival of examinations materials, including appointment of marking personnel. Provide support regarding training, procurement and financial administration. Supervise staff. Assist manager in compiling weekly and monthly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions. Liaise with service providers regarding examination related matters / material.

ENQUIRIES : Mr Harry Culling Tel No: (011) 843 6532

POST 32/77 : **CHIEF ADMIN CLERK REF NO: HO2019/09/04**
Directorate: Library Services & LTSM
Sub-directorate: Multi-Media Services Centre

SALARY : R257 508 per annum
CENTRE : Head Office

REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure.

DUTIES : Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Asset coordination: planning, recording of newly acquired assets, managing transfer of assets, treatment of donated/externally transferred assets. Asset Disposal Process: treatment of damage asset, treatment of lost assets, reporting of damaged assets. Asset Register Report.

ENQUIRIES : Ms Busi Dlamini Tel No: (011) 843 6532

POST 32/78 : **CHIEF ADMIN CLERK: FLEET MANAGEMENT REF NO: HO2019/09/05**
Directorate: Auxiliary Services and Fleet Management

SALARY : R257 508 per annum
CENTRE : Head Office

REQUIREMENTS : Grade 12 with minimum of 3 years' experience in Transport. A relevant three year Degree/National Diploma qualification in Transport Management will be an added advantage. Knowledge of Transport policies (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written) and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence(manual). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

DUTIES : Participate in the rendering of the subsidized and g-Fleet administration services within the Department. Maintain GG vehicles asset register, administer the issuing

of GG vehicles within the department, Facilitate the requisition of GG vehicles for projects, e.g. during exams period from Government Garage or within the department, Monitor effective utilisation of GG vehicles(PFMA Compliance), Ensure GG vehicles are sent for service and maintenance and are roadworthy, Ensure all accident, incident, damages and losses are reported to Government Garage on the stipulated time, Ensure misuse and abuse of GG vehicles are reported, Responsible for parking allocation. Ensure that Performance Management of subordinates are executed. Submission of monthly reports. Coordination of Parking Policy. Develop training programmes for GDE transport officers. Assist staff in acquiring of Scheme A and B transport. Supervise Staff.

ENQUIRIES : Ms Monica Sampson Tel No: (011) 355 1205

POST 32/79 : **PERSONAL ASSISTANT (X5 POSTS)**

SALARY CENTRE : R257 508 per annum
 Head Office
 Chief Directorate: DOM (JHB Region) Ref No: HO2019/09/06
 Directorate: Recruitment and Selection Ref No: HO2019/09/07
 Directorate: Security Services and Safe School Management Ref No: HO2019/09/08
 Directorate: FET Curriculum Coordination Ref No: HO2019/09/09
 Directorate: Finance and Administration Ref No: HO2019/09/41

REQUIREMENTS : Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/chief director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director/ Chief Director.

ENQUIRIES : Ms Lerato Machaka Tel No: (011) 843 6532

POST 32/80 : **CHIEF ADMIN CLERK: SECRETARY (X2 POSTS)**
 Sub-Directorate: Finance & Administration

SALARY CENTRE : R257 508 per annum
 Tshwane North District Ref No: TN2019/09/11
 Gauteng North District Ref No: GN2019/09/15

REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research

- and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.
- DUTIES** : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.
- ENQUIRIES** : TN District: Ms R Manamela Tel No: (012) 543 4313
GN District: Mr LA Phaswana Tel No: (012) 846 3641
- POST 32/81** : **CHIEF ADMIN CLERK: AUXILIARY SERVICES REF NO: GN2019/09/13**
Sub-directorate: Finance & Administration
Section: Office Service Pool
- SALARY** : R257 508 per annum
CENTRE : Gauteng North
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures and asset management. Communication skills (verbal & written). Computer Literacy (MS Word, Excel, Access, PowerPoint BAS, SAP). Ability to work under pressure and work in a team. Good interpersonal relations. Ability to work under pressure and long hours during audit process. Valid driver's license.
- DUTIES** : Supervise the daily activities of the Cleaners and the General Assistants. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning in the allocated areas for each support staff. Monitor adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. Manage leave and Performance for allocated staff. Co-ordinate and report all office maintenance issues. Supervise and render general office support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services.
- ENQUIRIES** : Mr. LA Phaswana Tel No: (012) 846 3641
- POST 32/82** : **CHIEF ADMIN CLERK (SECRETARY) REF NO: TW2019/09/14**
Sub-Directorate: Curriculum Management & Delivery
- SALARY** : R257 508 per annum
CENTRE : Tshwane West District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to

- work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.
- DUTIES** : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.
- ENQUIRIES** : Ms P Ravele Tel No: (012) 725 1451
- POST 32/83** : **CHIEF PROVISIONING ADMIN CLERK REF NO: TN2019/09/17 (X2 POSTS)**
Sub-Directorate: Finance and Administration
Section: Provisioning & Administration for institutions
- SALARY** : R257 508 per annum (plus benefits)
- CENTRE** : Tshwane North District
- REQUIREMENTS** : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.
- DUTIES** : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
- ENQUIRIES** : TN District: Ms R Manamela Tel No: (012) 543 4313

POST 32/84 : **CHIEF ADMIN CLERK: AUXILIARY SERVICES REF NO: JC2019/09/21**
: Sub Directorate: Finance & Administration
: Unit: Office Service Pool

SALARY : R257 508 per annum
CENTRE : Johannesburg Central District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. A Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures and asset management. Communication skills (verbal & written). Computer Literacy (MS Word, Excel, Access, PowerPoint BAS, SAP). Ability to work under pressure and work in a team. Good interpersonal relations. Ability to work under pressure and long hours during audit process. Valid driver's license.

DUTIES : Supervise the daily activities of the Cleaners and the General Assistants. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning in the allocated areas for each support staff. Monitor adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. Manage leave and Performance for allocated staff. Co-ordinate and report all office maintenance issues. Supervise and render general office support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services.

ENQUIRIES : Mr Linda Mabutho Tel. No: (011) 983 2231

POST 32/85 : **CHIEF ADMIN CLERK: (SECRETARY)**
: Sub Directorate: Education Support

SALARY : R257 508 per annum
CENTRE : Johannesburg West District Ref No: JW2019/09/23
: Johannesburg East District Ref No: JE2019/09/22

REQUIREMENTS : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.

DUTIES : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
: Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)

<u>POST 32/86</u>	:	<u>CHIEF ADMIN CLERK: (SECRETARY) REF NO: JW2019/09/24</u> Sub Directorate: Information Systems and Strategic Planning
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Johannesburg West District
<u>REQUIREMENTS</u>	:	Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta Tel No: (011) 831 5433 (JW)
<u>POST 32/87</u>	:	<u>PERSONAL ASSISTANT REF NO: JW2019/09/25</u> Office of the District Director
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Johannesburg West District
<u>REQUIREMENTS</u>	:	Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/chief director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES</u>	:	Mr Lizwe Jafta Tel No: (011) 831 5433

POST 32/88 : **CHIEF PROVISIONING ADMIN CLERK REF NO: JE2019/09/26**
Sub Directorate: Finance and Administration
Section: Provisioning & Administration for institutions

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/89 : **CHIEF ADMIN CLERK: (SECRETARY) REF NO: JE2019/09/27**
Sub Directorate: Finance and Administration

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.

DUTIES : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record,

organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/90 : **CHIEF REGISTRY CLERK REF NO: JE2019/09/28**
Sub Directorate: Transversal Human Resources Services
Unit: Conditions of Service

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant registry support experience in a Human Resource Registry. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/91 : **CHIEF ADMIN CLERK (SECRETARY) REF NO: JE2019/09/29**
Sub Directorate: Curriculum Management and Delivery

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.

DUTIES : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function. Update registers and statistics. Handle routine enquiries. Distribute

documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component .Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/92 : **CHIEF ACCOUNTING CLERK REF NO: JE2019/09/30**
Sub Directorate: Finance & Administration
Unit: Finance and Procurement

SALARY : R257 508 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.

DUTIES : Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 32/93 : **CHIEF PROVISIONING ADMIN CLERK REF NO: JN2019/09/31**
Sub Directorate: Finance & Administration
Unit: Provisioning & Administration for Institutions

SALARY : R257 508 per annum
CENTRE : Johannesburg North District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms Nelisiwe Mashazi Tel No: (0110 694 9321)

POST 32/94 : **CHIEF PROVISIONING ADMIN CLERK REF NO: GE2019/09/33**
Sub-Directorate: Finance and Administration
Section: Provisioning & Administration for institutions

SALARY : R257 508 per annum
CENTRE : Gauteng East District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration

procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Mr Mpho Leotlela Tel No: (011) 736 0717

POST 32/95 : **CHIEF PROVISIONING ADMIN CLERK REF NO: EN2019/09/36**

Sub Directorate: Finance and Administration
Section: Provisioning & Administration for Institutions

SALARY : R257 508 per annum

CENTRE : Ekurhuleni North District

REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms Emily Mochela Tel No: 011 746 8190

POST 32/96 : **CHIEF ADMIN CLERK (SECRETARY) REF NO: EN2019/09/37**

Sub Directorate: Information Systems and Strategic Planning

SALARY : R257 508 per annum

CENTRE : Ekurhuleni North District

REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to

- work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.
- DUTIES** : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.
- ENQUIRIES** : Ms Emily Mochela Tel No: (011) 746 8190
- POST 32/97** : **CHIEF REGISTRY CLERK REF NO: ES2019/09/38**
Sub Directorate: Finance & Administration
Unit: Office Service Pool
- SALARY** : R257 508 per annum
CENTRE : Ekurhuleni South District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant registry support experience. Experience in Records Management will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. Applicant must be in a possession of a South African. valid driver's license.
- DUTIES** : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).
- ENQUIRIES** : Mr Xolani Kheswa Tel No: (011) 389 6062
- POST 32/98** : **CHIEF ADMIN CLERK: (SECRETARY) REF NO: EN2019/09/39**
Sub-Directorate: Transversal Human Resource Services
- SALARY** : R257 508 per annum
CENTRE : Ekurhuleni North District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft.
- DUTIES** : Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials

and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff.

ENQUIRIES : Ms Emily Mochela Tel No: (011)746 8190

POST 32/99 : **CHIEF ADMIN CLERK: REF NO: ES2019/09/40**
Sub-Directorate: Finance & Administration
Section: Provisioning & Administration for Institutions

SALARY : R257 508 per annum
CENTRE : Ekurhuleni South District
REQUIREMENTS : Grade 12 with minimum of 3 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A driver's license will be added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

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

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Administration (**For Tshwane District Hospital**) with Ref No: TDH09/2019 advertised in Public Service Vacancy Circular 31 dated 30 August 2019 has been withdrawn.

OTHER POSTS

- POST 32/100** : **CLINICAL MANAGER GRADE 1 REF NO: CM/CARLT/ 2019/9 (X1 POST)**
Directorate: Medical
- SALARY** : R1 173 900 – R1 302 849 per annum (excluding commuted overtime)
CENTRE : Carletonville Hospital
REQUIREMENTS : An appropriate qualification that allows for registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 6 years appropriate experience as a Medical Practitioner after registration with HPCSA in the Public Service. Experience in Management in Health care will be added as an advantage. Strategic capability and leadership. Change management, planning and organizing, client orientation and focus, people orientated. Independent decision-making and problem-solving skills and teamwork. Clinical Acumen, Computer literacy and Driver's license are essential. Good knowledge of applicable to National Core Standards, Ideal Hospital framework, NHI, clinical guidelines, labour relations and other legislations, regulations as well as provincial policies. Knowledge of the new sustainable golden millennium goals and new strategies on HAST programs as well as outreach programs in the area. Innovation, ability to work smarter and under pressure.
- DUTIES** : Functioning as a Clinical Manager in a District Hospital. Provide and inspire clinical services to deliver quality care. Plan, manage, monitor and evaluate activities of all Medical and Allied services. Liaise with internal and external stakeholders related to patient care. Conduct clinical audits. Manage equipment planning. Participate in various clinical and non-clinical committees in the Hospital. Analyze data, patient files and prepare reports for management and ensure adherence to clinical governance in the institution. Manage performance management and development system of Medical and Allied Staff.
- ENQUIRIES** : Dr D P Moloi Tel No: (018) 788 1701/2
APPLICATIONS : Applications to be sent to Carletonville Hospital. Hand post and other means of posting delivery to Human Recourses Manager or post to: Carletonville Hospital, Private Bag X 2023, Carletonville, 2499
- FOR ATTENTION** : Mrs. C Raborifi
NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.
- CLOSING DATE** : 20 September 2019
- POST 32/101** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: MSPEC/NEURO/08/19**
Directorate: Neurosurgery Unit
- SALARY** : Grade 1: R1 106 040 per annum (all inclusive)
Grade 2: R1 264 623 per annum (all inclusive)
Grade 3: R1 467 651 per annum (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB, MMed or FC (Neurosurg) SA. A valid registration with the HPCSA as an independent Neurosurgery Medical Specialist.
- DUTIES** : The successful candidate will be responsible for the provision of quality and cost effective Neurosurgery clinical services at Kalafong Provincial Tertiary Hospital. Provide full time clinical services including after hours (Weekday, Weekends and Public holidays). Patient Management and supervision of junior staff. The

successful candidate will be responsible for training of undergraduate and post-graduate students. Participation in the Neurosurgery academic program in the University of Pretoria. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

**ENQUIRIES
APPLICATIONS**

: Dr. Mokwene Tel No: (012) 318 7040
: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

: 20 September 2019

POST 32/102

: **DEPUTY MANAGER REF NO: DHS/PROG/002/19**

Directorate: Johannesburg Health District

Re-advertised post and applicants who applied before should re-apply for this position.

**SALARY
CENTRE
REQUIREMENTS**

: R843 618 per annum (Inclusive Remuneration package)

: Health Programs

: A Degree/Diploma in Nursing or health related field and registration with HPCSA OR SANC. Proof of the current registration with the health professional body. A minimum of 10 years Appropriate / recognizable experience after registration with the Professional council. 6 years' experience in Health Programmes management as an Assistant Director. Knowledge in financial management, Human Resource management, leadership, decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Computer literacy and valid drivers License.

DUTIES

: Coordination and evaluation of maternal , child and Women's Health (MCWH), Nutrition, School Health, Youth Friendly services and expanded program on immunisation. Analyse performance of Health Programmes against set targets. Compile and submit monthly quarterly and annual reports on the performance of Health Programs. Liaise with internal and external stakeholders. Coordinate outreach programmes in the district. Supervise and manage performance of personnel and officials reporting to the programme. Ensure prudent Financial Management and control of government resources. Prioritise procurement needs according to available resources. Support sub-districts in health programmes.

**ENQUIRIES
APPLICATIONS**

: Ms M. Makhetha Tel No: (011) 694-3709

: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability

CLOSING DATE : 20.Septemebr 2019

POST 32/103 : **MEDICAL OFFICER REF NO: MO/CARLT/ 2019/08**
Directorate: Medical

SALARY : Grade 1: R821 205 – R884 670 per annum (excluding commuted overtime)
Grade 2: R938 964 – R1 026 693 per annum (excluding commuted overtime)

CENTRE : Carletonville Hospital

REQUIREMENTS : **Grade 1:** Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. **Grade 2:** Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Experience in General Surgery or Obstetrics and gynaecology will be an added advantage.

DUTIES : Be able to treat most of the common conditions. Patient safety incident, clinical risk and MMR. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards, participate in all activities of discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Dr. D P Moloi Tel No: (018) 788 1701

APPLICATIONS : Applications to be sent to Carletonville Hospital. Hand post and other means of posting delivery to Human Recourses Manager or post to: Carletonville Hospital, Private Bag X 2023, Carletonville, 2499.

FOR ATTENTION : Mrs. C Raborifi

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE : 20 September 2019

POST 32/104 : **MEDICAL REGISTRAR REF NO: REG/ORTH/ 08/19**
Directorate: Orthopaedic

SALARY : Grade 1: R821 205 – R858 711 per annum (all inclusive)

CENTRE : Kalafong Provincial Tertiary Hospital

<u>REQUIREMENTS</u>	:	MBChB or equivalent. Registered as an Independent Medical Officer with HPCSA.
<u>DUTIES</u>	:	Daily care of Orthopaedic patients under supervision of a Consultant. Teaching of undergraduate students. Research rotation in Tembisa, 1 Military, Steve Biko and Witbank hospitals.
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>ENQUIRIES</u>	:	Prof Motsitsi Tel No: (012) 373 1010
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	20 September 2019
<u>POST 32/105</u>	:	<u>DENTIST GRADE 1 REF NO: CHBAH 208 (X1 POST)</u> Directorate: Maxillo-Facial and Oral Surgery (MFSO)
<u>SALARY</u>	:	R797 109 per annum (All-Inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with HPCSA as Independent Practice and proof of current registration. Knowledge of Conditions and Mouth of Teeth. The ability to interpreted and implement policies. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute patient care and services. The ability to work under pressure. Exposure in Maxillo-Facial and Oral Surgery (MFSO) will be an added advantage.
<u>DUTIES</u>	:	Dentist will be responsible for rendering of clinical services, assessment and treatment of patients. Related administrative duties. Participating in all activities of the discipline in relation to teaching and research. Participating in Departmental audit activities, preparing and writing reports. Instruct patients on how to care for their mouths and teeth on their own. Increase clients through marketing services and creative practice options. Examine and diagnose patients via routine check-ups and tools such as x-ray machines. Consult with patients about dental options to discuss treatment of the mouth and teeth. Keep accurate records of patient visits, diagnosis and treatment. Implement clinical treatment of mouth and teeth conditions such as gum disease and tooth decay. Managing and training other dental staff or dental practice managers. Plan and manage budgets of dental practice. Purchase equipment and maintain equipment inventory as needed. Recommend both prescription and non-prescription products, such as toothpaste, mouthwash, etc., for optimal care of patients' mouth and teeth. Stay updated on

patient care, new technology and new products that can improve or treat patient conditions or improve overall health. Keep all certifications, registrations and insurance current in accordance with national laws and regulations. Maintain sanitary environment for patient care and examination. Rotate through Maxillo-Facial and Oral Surgery (MFOS) Departments at various hospitals as well as hospitals served in their specific outreach programmes. Coordinate and monitor the provision of Oral Health Services. Ensure the promotion of oral Health Services. Ensure quality assurance on Oral Health Services.

**ENQUIRIES
APPLICATIONS**

: Prof E Rikhotso Tel No: (011) 717 2130
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 20 September 2019

POST 32/106

: **DENTIST GRADE 1/LECTURER REF NO UPOHC/0004**
(2-Year Contract)
Directorate: Maxillo-Facial and Oral Surgery

**SALARY
CENTRE
REQUIREMENTS**

: R797 109 – R884 670 per annum (Inclusive package)
: University of Pretoria Oral Health Centre
: Registration with the HPCSA as a Dentist in the category independent practice. Development candidates only.

DUTIES

: Service rendering. Teaching undergraduates students. Assist in both under graduate and postgraduate clinics. Assist in theatre.

**ENQUIRIES
APPLICATIONS**

: Prof M Mabongo Tel No: (012) 319 2678
: Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

NOTE

: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE

: 20 September 2019

POST 32/107 : **DEPUTY DIRECTOR (HUMAN RESOURCES MANAGEMENT) REF NO: DHS/HRM/003/19**
Directorate: Johannesburg Health District

SALARY : R733 257 per annum (All Inclusive Remuneration package)
CENTRE : Human Resources Management
REQUIREMENTS : A recognized 3 year Bachelor's Degree or Diploma in Human Resources Management with at least three years' experience in a Management position at an Assistant Director Level or Grade 12 certificate with 5-10 years' experience in Management position as at Assistant Director Level. Knowledge of Persal system, management and leadership skills are essential. District Management experience will be an added advantage. Ability to interpret and implement policies, directives/circulars and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resources legislation policy, procedures and processes applicable in the Public Service and be able to ensure compliance through implementation. Must have good communication, dispute Resolution, and conflict resolution and negotiation skills. Must have excellent planning and organizational skills. To be prepared to work independently or with a team under pressure in stressful circumstances. Must be in possession of a driver's license and be computer literate.

DUTIES : To manage the allocated Human Resources budget and be able to assess, analyze and audit Persal information and reports. To coordinates Human Resource Management functions, administration of service benefits and recruitment. To also manage Occupational Health and Safety, Performance Management. Training and Development and Labour Relations functions. To Administer and manage Human Resource records and information systems. Oversee service delivery improvement plans for all Services units within Human Resources and manage operational plan of the section. Provide units quarterly and adhoc reports. Ensure participation in National core standards and lean management principles. Ensure compliance at all levels of operation.

ENQUIRIES : Ms C. Rabotapi Tel No: (011) 694-3702
APPLICATIONS : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE : 20 September 2019

POST 32/108 : **DEPUTY DIRECTOR: FINANCE REF NO: 004556**
Directorate: Forensic Medical Services

SALARY : R733 257 - R863 748 per annum (All inclusive remuneration package of which a portion could be structured according to individual's needs)

CENTRE : Head Office
REQUIREMENTS : An appropriate three-year Degree or National Diploma in Financial/Public Management. Five years middle/senior managerial experience in Finance. An In-depth knowledge of Government / Provincial Budget Procedures. The Ability to

perform independently and under pressure. Good communication and interpersonal Relations. Planning, Organizational and Problem-Solving Skills. Computer Literacy: including Excel, Power Point: - BAS, SAP and SRM. Well conversant with the Provincial Financial Systems. Well conversant with the Legislation regulating Financial Management (Treasury Regulations), PFMA etc. Must have a Code 08 driver's license. NB: Shortlisted applicants will be subjected to a competency test in financial management aspect.

DUTIES

: Establish and maintain appropriate systems to ensure effective and efficient management of the allocated resources. Ensure Provincial Treasury guidelines are implemented, operational plans are costed, and budgets remains in line with the strategic objective. Advise the CEO and line managers in execution of their functions in terms of Treasury regulation and PFMA. Report to and liaise with Director. Ensure effective and efficient budget management and compile monthly and quarterly reports. Develop and manage the budgeting process in the institution in consultation with management and other stakeholders in line with the Department's strategy of financial management and other applicable prescripts for the MTEF cycle. Must be able to plan and organize own work and that of support personnel to ensure proper care. Ensure correction and timely expenditure allocations. Ensure timely clearing of suspense account with relevant documentation. Monitor financial transaction with an aim of reducing irregular/fraudulent transactions. Ensure that assets and liabilities are effectively managed. Keep electronic and physical accounting records. Account for timeous compilation of monthly IYM expenditure reports, provision of explanations on report content where major variances between actual and budgets exist. Ensure that supplier's statements are reconciled. Ensure that payments are done within 30 days. Supervise performance of monthly reconciliations (BAS/PERSAL, BAS/MEDSAS, BAS/SAP, BAS/Assets and parking). Maintain commitment register for payment and internal control measures. Ensure that Petty cash, bank and cash activities are managed and monitored properly. Recommend actions to prevent any overspending, under spending, fruitless and wasteful expenditure. Ensure the implementation of Enterprise Risk Management. Ensure compliance to Auditor General Recommendations and monthly reporting of action plans. Audit liaison officer between internal/external audit teams and Directorate. Management of the Institutional Risk Management Committee and Finance Management Committee on a quarterly basis. Ensure the implementation of policies and procedures in line with applicable prescripts. Ensure proper management of losses. Supervision and management of staff, conduct performance reviews and attendance of meetings.

ENQUIRIES

: Mr. G Phashe Tel No: (082) 560 7246

APPLICATIONS

: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.

NOTE

: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee

Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy except for MMS/SMS as a portion of the package need to be structured according to individuals needs. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 20 September 2019

POST 32/109

: **PSYCHOLOGIST REF NO: LRT \PSY \ 01 (X1 POST)**

Directorate: Allied Services

SALARY

: Grade 1: R713 361 – R784 278 per annum (All-inclusive package)
Grade 2: R832 398 – R923 847 per annum (All-inclusive package)
Grade 3: R966 039 – R1 137 936 per annum (All-inclusive package)

**CENTRE
REQUIREMENTS**

: Leratong Hospital
: The candidate must have completed master's Degree in Clinical Psychologist. Registered with HPCSA as a Clinical Psychologist or Community Service Clinical Psychologist (must be doing the 2nd half of the community service). The candidate must demonstrate the sound knowledge of Mental Health CARE Act (MHCA), Children's Act, PFMA with advanced clinical diagnostic skills. Experience in working with traumatized patients is necessary. Understanding children and trauma will be an added advantage. The candidate must have good professional ethics / attitude / conduct / good communication skills, team workability & be able to work flexible hours and under pressure. Computer literacy will be an added advantage

DUTIES

: The candidate should be able to provide therapeutic management duties, co-ordinate clinical services, be able to function effectively in a Multi-Disciplinary Team. Present relevant issues to the Department of Psychiatry Journal Club.

**ENQUIRIES
APPLICATIONS**

: Ms Z Nongogo Tel No: (011) 411 3700
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE

: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE

: 20 September 2019 (at 12h00 PM)

POST 32/110

: **ASSISTANT MANAGER PHC (FACILITY MANAGER) REF NO:
DHS/EBO/001/19**

Directorate: Johannesburg Health District

SALARY

: R614 991 per annum (Plus Benefits)

CENTRE

: Ebony Park Community Health Centre

REQUIREMENTS

: A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/ recognizable experience in Nursing after

		<p>registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. Financial management and human resource management, leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy and valid driver's license.</p>
<u>DUTIES</u>	:	<p>Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a Cost Effective, Efficient and Equitable manner by the Facility. To Ensure Compliance to Professional and Ethical Standards at all times. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by South African Nursing Counsel (SANC). Facilitate Provision of a Comprehensive Package of Service at PHC level and Ensure that the Unit Adheres to the Batho Pele Principle and patient Rights. Ensure Effective Implementation of Service Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Programmes etc. Ensure Compliance with Clinical Protocols, Norms and Standards within the clinic. Compliance towards Achievements of National Core Standards, 6 Ministerial Priorities and ideal Clinic Status National Standards ensure Effective Achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC Re-Engineering Programme Implementation. Ensure Management and Control of Human Resource, Financial and Material Resources. Monitor Utilization of Budget to ensure that the clinic Functions within the Allocated Budget. Supervise and Monitor Staff Performance in accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline, and ensure that absenteeism and abscondment of Staff is Effectively Controlled. Ensure Submission of Weekly, Monthly, Quarterly and Annual Reports. Be reachable at all time and Conflict management</p>
<u>ENQUIRIES</u>	:	Mrs Lombuso Matlala Tel No: (082) 307 0267
<u>APPLICATIONS</u>	:	must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic.
<u>NOTE</u>	:	<p>People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.</p>
<u>CLOSING DATE</u>	:	20 September 2019
<u>POST 32/111</u>	:	<u>ASSISTANT MANAGER NURSING REF NO: DHS/CFM/001/19</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R562 800 per annum (Plus benefits)
<u>CENTRE</u>	:	Clinical Forensic Medicine
<u>REQUIREMENTS</u>	:	A Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of the current registration with the health professional body. A minimum of 8 years Appropriate / recognizable experience after registration with the Professional council, of which 3 years' experience of the period referred to above must be managerial in Clinical Forensic Medicine. Knowledge in financial management, Human Resource management, leadership,

		decision making and problem-solving skills. Sound Knowledge of Public Service policies and District Health service. Public Service Code of Conduct and policy formulation. Good communication, report writing, interpersonal skills, integrity & ability to perform under pressure. Computer literacy and valid driver's License.
<u>DUTIES</u>	:	Facilitate the day to day running of CFM Clinics and delivery of ensure delivery of fully comprehensive CFM service. Monthly reports to be submitted. To ensure training, demonstrations, orientation of staff and monthly multi sectorial meetings takes place. Plan, organize, and give lectures whenever required or necessary. Management of budget & Nursing Staff. Administration of the unit and supporting the CFM Clinical Managers and senior management. Coordination and evaluation of Forensic services and analyse performance of services rendered against set targets. Compile and submit monthly quarterly and annual reports. Liaise with internal and external stakeholders. Supervise and manage performance of personnel and officials reporting to the programme. Prioritise procurement needs according to available resources.
<u>ENQUIRIES</u>	:	Dr A. Ilunga Tel No: (011) 694 3803 / 082 336 3278
<u>APPLICATIONS</u>	:	must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.
<u>NOTE</u>	:	People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.
<u>CLOSING DATE</u>	:	20 September 2019
<u>POST 32/112</u>	:	<u>OPERATIONAL MANAGER ICU REF NO: LRT \OMI\ 04 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 - R633 432 per annum (plus benefits)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. certificate of registration with the SANC as Professional Nurse and proof of current registration. 1 Year post basic nursing qualification in the relevant speciality, accredited with the SANC. 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/ recognisable experience after obtaining the 1- year post basic qualification in relevant speciality.
<u>DUTIES</u>	:	Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development polices and protocols for the Department, Supervision and control of all material resources and manage costs strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department

<u>ENQUIRIES</u>	:	Ms. W.M Phambuka Tel No: (011) 411 3506
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). NB: Applicants who previously applied are encouraged to reapply
<u>CLOSING DATE</u>	:	20 September 2019 at 12h00 PM
<u>POST 32/113</u>	:	<u>OPERATIONAL MANAGER PHC (FACILITY MANAGER) REF NO: DHS/BRA/001/19</u> Directorate: Johannesburg Health District
<u>SALARY</u>	:	R562 800 per annum (Plus Benefits)
<u>CENTRE</u>	:	Braamfischerville Clinic
<u>REQUIREMENTS</u>	:	A basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as professional nurse. Registration with SANC as professional nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 2 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. Financial management and human resource management; leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, code of conduct, team building and policy formulation. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of service and quality improvement plans, occupational health and safety as well as quality assurance programs etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to national core standards and ensure effective achievement on Ministerial Priorities of an ideal clinic. Support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); Develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure

that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

ENQUIRIES
APPLICATIONS

Mrs. Lombuso Matlala Tel No: (082) 307 0267
must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic

NOTE

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability. 20 September 2019

CLOSING DATE

POST 32/114

OPERATIONAL MANAGER MEDICAL REF NO: LRT \ OMM \ 02 (X1 POST)
Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

R444 276 - R500 031 per annum (plus benefits)
Leratong Hospital
Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Certificate of registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES

Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development policies and protocols for the Department, Supervision and control of all material resources and manage costs strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

ENQUIRIES
APPLICATIONS

Ms. W.M Phambuka Tel No: (011) 411 3506
Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be

subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 20 September 2019 at 12h00 PM
- POST 32/115** : **OPERATIONAL MANAGER GYNAECOLOGY REF NO: LRT (GYN)03 (X1 POST)**
Directorate: Nursing
- SALARY** : R444 276 - R500 031 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Certificate of registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development policies and protocols for the Department, Supervision and control of all material resources and manage costs strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.
- ENQUIRIES** : Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 20 September 2019 at 12h00 PM

POST 32/116 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (MENTAL HEALTH) REF NO: EHD2019/09/01**
 Directorate: Health Programmes
 Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R444 276 – R500 031 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and a Midwife. A valid driver's license. Computer literacy. Supervisory experience will be an added advantage. Experience in Psychiatric Nursing, Proof of current registration with SANC. Good human relations, communications and management skills in Mental Health, Ability to plan and organize own work.

DUTIES : Coordinate the management of Mental Health Services in the ESDR. To strengthen the DHS by providing quality Mental Health Services ensure integration of Mental Health Services at Primary and Secondary Mental Health Clinics including Hospitals. Monitoring and Evaluation of existing and new NGOs. Supporting Mental Health staff within the Sub-District. Supporting all programs within the Sub-District on Mental Health Promotions. To strengthen and implement training of Mental Health and Substance abuse services at all levels by ensuring training of all categories of staff within the Sub District and the community. Crisis intervention and complaints or crisis management within the Sub-District. Effective Management, Utilization and of Human and Material resources within the program and District Clinics. Knowledge and legislative frame work governing Public Health. To be part of the Sub-District Management team. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms J.F. Joubert Tel No: (011) 737 9701
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 20 September 2019

POST 32/117 : **PROFESSIONAL NURSE SPECIALTY – THEATRE REF NO: LRT \ PNT \ 05 (X2 POSTS)**
 Directorate: Nursing

SALARY : R383 226 - R444 276 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Grade 12 certificate, basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Certification of registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant speciality, accredited with the SANC in one of the specialties referred to in the above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : To assist in planning/ organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff to provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the

		control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used.
<u>ENQUIRIES</u>	:	Ms. W.M Phambuka Tel No: (011) 411 3506
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
<u>CLOSING DATE</u>	:	20 September 2019 at 12h00 PM
<u>POST 32/118</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – ICU REF NO: LRT \ PNI \ 06 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R383 226 - R444 276 per annum (plus benefits)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Certificate of registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant speciality, accredited with the SANC in critical care as referred to in the above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	To assist in planning/ organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff. To provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment i.e. weekly schedule of drugs control, control of medication used. Keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used. Ensure and have knowledge of National Core Standards.
<u>ENQUIRIES</u>	:	Ms. W.M Phambuka Tel No: (011) 411 3506
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any

Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 20 September 2019 at 12h00 PM
- POST 32/119** : **LECTURER PND1/PND2 MIDWIFERY NURSING SCIENCE REF NO: CHBNC/2019/MNS2 (X6 POSTS)**
Directorate: Nursing Education and Training
- SALARY** : PND 1: R383 226 per annum (plus benefits)
PND 2: R471 333 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Nursing College
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. Post basic qualification in Midwifery and Neonatal nursing science registered with the SANC will be an added advantage. **PND1**, minimum of four (4) years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General nursing and Midwifery and three(3) years' of the period must be experience in Midwifery clinical. **PND2** minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse and 3 years' of the period must be experience in Midwifery clinical. PND2 -additional 10 years of appropriate experience in nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license and have ability to drive.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous Professional development (CPD) related to own area of practice and to Nursing Education.
- ENQUIRIES** : Ms T.I. Sithole Tel No: (011) 983 3010
- APPLICATIONS** : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resource Department.
- NOTE** : Applications must be submitted on a Z83 form with your C. V., valid certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education State all your competencies including computer literacy in your C.V. Certification stamp must not be over six

months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

- CLOSING DATE** : 20 September 2019 12hoo am
- POST 32/120** : **LECTURER PND1/PND2 SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE REF NO: CHBNC/2019/PNS2 (X3 POSTS)**
Directorate: Nursing Education and Training
- SALARY** : PN-D1: R383 226 per annum (plus benefits)
: PN-D2: R471 333 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Nursing College
Senior Certificate /Grade 12 or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing for **PND1**. A minimum of two (2) years' experience in Clinical Psychiatric Nursing for **PND1**. Minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education for **PND2**. Valid drivers' license. The ability to do power point presentation and report writing using micro-soft word. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.
- DUTIES** : Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students' competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own professional development related to Nursing Education.
- ENQUIRIES APPLICATIONS** : Mr H.R Letlape Tel No: (011) 983 3007
: Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resource Department.
- NOTE** : Applications must be submitted on a Z83 form with your C. V., valid certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 20 September 2019 12hoo am

POST 32/121 : **LECTURER PND1/PND 2 GENERAL NURSING SCIENCE (GNS) REF NO: CHBNC/2019/GNS2 (X6 POSTS)**
Directorate: Nursing Education and Training

SALARY : PND1 R383 226 per annum (plus benefits)
PND2 R471 333 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : Senior Certificate /Grade 12 or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. **PND1:** minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. **PND2:** minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver's license. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES : Ms. N Kubeka Tel No: (011) 983 3003 or Ms. M Tshabalala Tel No: (011) 983 3005

APPLICATIONS : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resource Department.

NOTE : Applications must be submitted on a Z83 form with your C. V., valid certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE : 20 September 2019 12h00 am

POST 32/122 : **OCCUPATIONAL HEALTH NURSE PRACTITIONER (OHNP) REF NO: CHBNC2019/OHS01**
Directorate: Nursing Education and Training

SALARY : Grade 1: R383 226 per annum (plus benefits)
Grade 2: R471 333 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Nursing College

- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent qualification. Registration with the South African Nursing Council (SANC) as a professional nurse and midwife or Basic qualifications accredited with SANC in terms of Government Notice R425. Diploma/Degree in Occupational Health Nursing Science. Diploma/Degree in Clinical Nursing Science, Health, Assessment Treatment and Care (PHC) and a Dispensing License might be added as an advantage. **Grade 1:** a minimum of 4 years appropriate/ recognizable nursing experience after registered as Professional Nurse. A minimum of 2 years' experience in providing Occupational Health Services and developing programs will be added as an advantage for Grade 1. **Grade 2:** a minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate/recognizable experience in Occupational Health Knowledge of Audiometry and Spirometer. Last position held as an Occupational Health Nurse Practitioner should not be more than 10 years from the current held position. Good knowledge of an integrated Employee Wellness Program. A valid Drivers' License. Proof of computer literacy skills (Word, Power Point, Excel,). Sound Verbal and written communication skills. Ability to work under pressure within a changing environment. Ability to work independently. Sound interpersonal skills.
- DUTIES** : Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health. Manage resources to meet the institution's Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee's health within a safe working environment. Comply with statutory requirements, departmental policies, procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution's employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for EWP. Identify training needs and develop programs. Monitor and evaluate programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.
- ENQUIRIES** : Ms. P.C Sithole Tel No: (011) 983 3002
- APPLICATIONS** : Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises) or post to Chris Hani Road, Diepkloof, and Soweto or posted to Private Bag X05, Bertsham, 2013. All applications must be forwarded to the Human Resource Department.
- NOTE** : Applications must be submitted on a Z83 form with your C. V., valid certified copies of your I.D, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 20 September 2019 12h00 am
- POST 32/123** : **ASSISTANT DIRECTOR REF NO: REFS/004546 (X1 POST)**
Directorate: Administration
- SALARY** : R376 596 – R443 601 per annum (plus benefits)
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Degree or national diploma in public administration and any other relevant degree or diploma or grade 12 and five (5) years' experience in the relevant field. Sound

and in-depth knowledge of relevant prescripts, as well as understanding of the Public Service e.g. PFMA, Public Service Regulations, Labour Relations Act etc. Computer Literacy, Good communication skills, Leadership Skills.

DUTIES : To provide leadership and direction to the hospital's support services i.e. Laundry Services, Portering Services, and Theatre Operator Services. Shall also be responsible for Messenger Services, Food Services and Cleaning Services. Utilize resources in accordance with relevant directives. Supervise Human Resource and contract with all staff under your care.

ENQUIRIES APPLICATIONS : Ms. Cathy Moatshe Tel No: (011) 489 0571
: Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

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

CLOSING DATE : 20 September 2019

POST 32/124 : **ASSISTANT DIRECTOR (EMPLOYEE WELLNESS PROGRAM) REF NO: DHS/EWP/002/19**
Directorate: Johannesburg Health District
Re-advertised post and applicants who applied before should re-apply for this position.

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Human Resources Management
: A three-year Degree/ Diploma in Social/ Behavioral/Psychology, Nursing or relevant qualification. Three years (3) proven supervisory level experience in Employee Health and Wellness Program. Candidate must have decision making, reporting, and problem-solving skills. Sound knowledge of public service policies, Code of Conduct and team building attributes. Must be computer literate. A valid driver's license will be an advantage.

DUTIES : Responsible for the development of and improvement of Wellness. To promote physical, mental and social well-being of employees and a conducive environment. To comply with all legislative and statutory requirements for health and wellness. To reduce the Impact of HIV/ Aids, and TB In the workplace and related occupational health hazards or diseases. Promotion of individual physical wellness and coordination of sports and recreation programmes, facilitation of wellness of the employee and striking a balance of work life. Promote the functionality of a Wellness Committee at District level and educate Facility EHWP Committees. Develop partnership and network with relevant stakeholders. Manage and analyze data and other wellness information for reporting purposes and produce reports thereof. Manage high level of confidentiality. Monitor and evaluate EH&W Programmes. Maintain the EH&W database and compile reports. Participate in the planning and implementation of business plans for the component.

ENQUIRIES APPLICATIONS : Ms. C. Rabotapi Tel No: (011) 694-3702
: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment

will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability. 20.September 2019

CLOSING DATE

:

POST 32/125

:

ASSISTANT DIRECTOR RISK AND SECURITY REF NO: DHS/ADM/002/2019
Directorate: Risk and Security

SALARY

:

R376 596 per annum (plus benefits)

CENTRE

:

Johannesburg Health District Office

REQUIREMENTS

:

A relevant bachelor's Degree/Diploma in Risk management. At least three (3) years relevant experience at supervisory Level in Risk and Security Management. Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Sector Risk Management framework. Public Service Anti-corruption strategy and departmental Anti-corruption measures. Principles of enterprise risk management Governance and accountability. Internal control and assurance. ERM concepts, framework and methodologies. King report on corporate governance. Knowledge of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Security breaches, Investigations, Security awareness Programme, Occupational Health and Safety Act (OHSA) and Fire Regulations. Good communication (verbal and written), interpersonal, computer (MS Office packages), report writing, knowledge of Performance Management System Development, conflict resolution and, auditing, disaster and recovery plan. Departmental policies and procedures. Driver's License.

DUTIES

:

Manage Security guard services, liaise regularly with NIA, SAPS and risk management directorate of the department of health (DOH). Implement the department security policy and minimum information. Implement the ERM implementation plan. Implement risk assessment methodologies, models and systems. Facilitate the assessment of identified risks. Facilitate the compilation of operational risk registers. Facilitate the development of risk response strategies (mitigate plans). Report all relevant ERM matters including, findings risk positions and recommendations to relevant stakeholders. Establish and maintain a risk management philosophy and culture within the organization. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management committee and perform the secretariat function. Implementation of Security Policies Standards. Assess and improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement procedures for the movement of movable assets and information documents. Maintain records of information security breaches/incidents. Recommend interventions/ improvements/ disciplinary measures where appropriate. Compile and provide management reports. Hold regular meetings with security service providers. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff.

ENQUIRIES

:

Mrs. S. Khanyile Tel No: (011) 694 3705/10

APPLICATIONS

:

must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE

:

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the

requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability. 20 September 2019

CLOSING DATE

POST 32/126

SALARY CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES APPLICATIONS

NOTE

ASSISTANT DIRECTOR: ADMIN AND LOGISTICS REF NO: DHS/ADM/001/2019

R376 596 per annum (Level 09) (plus benefits)
JHB Health District

An appropriate 3-year degree or National Diploma in Public Administration/Management/ equivalent Qualification with at least 3 years relevant experience at supervisory Level in Administration and Logistics. In-depth understanding of administration in the District Health Service environment will be an advantage. Good report writing skills, computer literacy and a code 8 driver's license. To be a multi-disciplinary team member. Appropriate knowledge of infection control and safety procedures in a Health environment. To have good interpersonal relations, be honest and reliable. Good communication skills. Organizational planning and problem solving skills. A good understanding of the Public Service Legislation such as Record management, and prescripts applicable to the Government including PFMA, Treasury Regulations and Public Service Act, Fleet management and information management Policies.

Plan, organize and control all activities of the co-operate staff in the district. Manage and provide overall support to the Administration/ Logistics/support service staff, clerical, cleaning, registry and fleet Management) and liaise with internal and external stakeholders in all sub-district clinics. Facilitate compilation of operational plans and also improve the systems that are in place. Provide management advice and support to respective strategic processes. Enforce compliance with turn around strategies' non- negotiable and manage Labour related issues. Conduct and manage performance assessment evaluations and monitor services within the area of responsibility. Organize, retrieve information and compile and submit reports.

Mrs. S. Khanyile Tel No: (011) 694 3705/10
must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health

(Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.
20 September 2019

CLOSING DATE

POST 32/127

PHYSIOTHERAPIST REF NO: LRT \ PHY \ 07 (X1 POST)

Directorate: Allied Services

SALARY

Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

**CENTRE
REQUIREMENTS**

Leratong Hospital
Bsc Physiotherapy degree/equivalent and experience of one-year post community service. Certificate of registration with HPCSA and current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must be computer literate.

DUTIES

To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards.

**ENQUIRIES
APPLICATIONS**

Mr. P Selepe Tel No: (011) 411 3700

Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). NB: Applicants who previously applied are encouraged to reapply.

CLOSING DATE

20 September 2019 at 12h00 PM

POST 32/128

CLINICAL TECHNOLOGIST GRADE 1 (NEPHROLOGY) REF NO: CHBAH 209 (X1 POST)

Directorate: Nephrology

SALARY

R317 976 per annum (plus benefits)

CENTRE

Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

An appropriate Degree or National Diploma in Clinical Technology. Registration with the relevant Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Nephrology and proof of payment for the period 2019/20. Ability to work as a member of a multidisciplinary team. Good communication skill and committed to patient health care. Good knowledge of how Clinical Technology systems work in Nephrology Department. Computer literacy will be an added advantage.

- DUTIES** : Correctly handle all disposal items for dialysis, prepare for chronic and acute Hemodialysis machines. Perform acute and chronic renal replacement therapies. Monitor quality of water and dialysis fluids. Monitor dialysis adequacy. Familiarity with VA2 form, RLS01 and able to order disposables in the unit and participate in training of Clinical Technologist's students in Nephrology unit. Be capable of research related to renal placement therapy.
- ENQUIRIES** : Mr. MW. Madondo Tel No: (011) 933 9412
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 20 September 2019
- POST 32/129** : **PROFFESIONAL NURSE GRADE 2 (GENERAL) REF NO: JUB 08/2019**
Directorate: Nursing
- SALARY** : R315 963 – R362 865 (per annum)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Grade 12, basic diploma/degree in nursing accredited with SANC, good communication skills, good ethical practice and caring attitude. Computer skills, valid driver's license.
- DUTIES** : Co-ordinate the activities of quality assurance programme, manage customer care programmes plus complaints management, client satisfaction, monitor waiting time. Manage accredited programmes for the hospital in line with the regulation standards (NCS).assist the clinical audit system which will include reporting and investigation of patient safety incidents. Liaise with central district on quality management matters. Prepare and present quality improvement report, monitor and evaluate with ideal hospital, assist with clinical record audits, conduct hospital walk about, support all quality champions to ensure the attainment of quality compassionate care, attend district and provincial quality meetings.
- ENQUIRIES** : MS Mokwena R.A Tel No: (012)717 9355
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 20 September 2019

<u>POST 32/130</u>	:	<u>CHIEF ADMINISTRATION CLERKS REF NO: LRT / CAC / 08 (X2 POSTS)</u> Directorate: Patient Affairs
<u>SALARY</u>	:	R257 508 – R303 339 per annum (plus benefits)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	3 years National Diploma in Public Administration or Grade 12/ Equivalent with 5-7 years hospital experience in Patient Affairs Department. Computer Skills. Knowledge of PAAB system. Good verbal and written communication skills. Good management and problem-solving skills. Knowledge of PFMA, UPFS and Administrative Procedure Manuals. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 8 driver's license.
<u>DUTIES</u>	:	Management of all key responsibility areas by applying and implementing relevant administrative policies. Participating in all financial structures of the institution. Ensuring continues training and development of staff. Compilation and submission of accurate patient statistics to improve efficiency. Responsible for the implementation of ICD 10 coding in all arears of responsibility. Ensure conducting of inspection in all arears of responsibility. Responsible for personnel performance evaluations and monitoring of attendance. General Human Resource Management.
<u>ENQUIRIES</u>	:	Mr. M Molefe Tel No: (011) 411 3514
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
<u>CLOSING DATE</u>	:	20 September 2019 at 12h00 PM
<u>POST 32/131</u>	:	<u>CLIENT INFORMATION CLERK – SWITCHBOARD REF NO: CHBAH 210 (X1 POST)</u> Directorate: ICT
<u>SALARY</u>	:	R257 508 per annum (Level 07) Plus Benefits
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 with 3-5 years' experience in switchboard or call centre environment, preferably in Health Department. Must have experience of working in an environment of a PABX System or any other related phoning system. Knowledge of Telephone management System (TMS). Excellent phone etiquette, good reporting skills. Good leadership qualities. Must be proficient in MS Word, MS Excel and Outlook. Be prepare to work shifts, weekends and public holidays. Any additional relevant switchboard course would be an added advantage.
<u>DUTIES</u>	:	Render supervision of Switchboard Department on a 24/7 hour shift system. Manage the shift roster, leave plans, overtime, Sunday hour's claims and overall running of the Department. Appraise the staff performance in the Switchboard Department. Ensure that all resources in the Switchboard Department are well managed and optimally used. Ensure that workers perform their duties according

to the prescribed Public Service Regulations and Public Finance Management Act. Allocate extension numbers to different Departments and privileges of outgoing calls. Allocate mobile phones and monitor and regulate the usage thereof. Ensure implementation of training and development of staff. Liaise with internal and external stakeholders regarding calls queries and complaints. Attend meetings, report and escalate to Departmental line managers. Management of personnel performance and review thereof.

ENQUIRIES
APPLICATIONS

: Mr TV Mnguni Tel No: (011) 933 9038
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 20 September 2019

POST 32/132

: **LOGISTICS SUPERVISOR REF NO: DHS LOG/ /003/19**
Directorate: Johannesburg Health District

SALARY
CENTRE
REQUIREMENTS

: R257 508 (per annum plus benefits)
: Admin and Logistics
: A Diploma or equivalent qualification in Administration and Logistics with 3 years or more experience in administration and logistics or Grade 12 or equivalent qualification with 5 years or more experience in administration and logistics. Organizational, analytical, Sound interpersonal relations, assertiveness and communication skills. Conflict management, Record management and sound knowledge of government policies e.g. PFMA, National Treasury Regulations, public Service Act etc. Driver's license Acceptable. No criminal record. Should be computer literate.

DUTIES

: Supervise and render general support service to the unit such as cleaning, gardening and security service. Provide and supervise staff within your area of responsibility. Staff development and training. Ensuring compliance to legislative framework within his/her care of responsibility. Conduct performance contracts and evaluation. Monitoring of services within the area responsibility. Compile and submit monthly reports to supervisor. Organize, retrieve, and store information. Order resources necessary for the effectively functioning of the unit. Liaise with internal and external stakeholders in relation to his area of responsibility. Provide financial administration support to the unit. Manage Labour related issue terms of department policies.

ENQUIRIES

: Mrs. S. Khanyile Tel No: (011) 694 3705/10

APPLICATIONS : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE : 20 September 2019

POST 32/133 : **ASSET CONTROLLER REF NO: LOG/ASS/001/19**
Directorate: Asset Management

SALARY CENTRE REQUIREMENTS : R257 508 per annum (plus benefits)
: Johannesburg Health District
: Matric or Grade 12 with a minimum of 5 to 10 years' experience in Asset management section. A Diploma/Degree in Accounting/ Supply Chain Management will be an added advantage. A valid driver license. Knowledge of the following: PFMA act 1 of 1999, Asset Management policy, Computer literate (Excel, word etc.) Ability to work under immense pressure. Good interpersonal and communication skills. Must be in good health and be able to function well in a team.

DUTIES : Receive and bar code all assets in the District. Safe guarding and maintenance of the Assets. Monitor the movements of Assets. Liaise with Stores and end users. Provide to the District office weekly reports of new acquisition received. Coordinate the activities of the Disposal committee. Ensure the reconciliation of the purchases of assets against the Asset registers. Assist in the facilitation of the assets transfers. Conduct Asset verification in Clinics. Attend to queries from internal and external auditors. Ensure all rooms have Inventories and movement of assets is reported. Contracts and evaluate subordinates in the unit.

ENQUIRIES APPLICATIONS : Mr. J. Mafokoane Tel No: (011) 694-3830
: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE : 20 September 2019

POST 32/134 : **FINANCIAL CONTROLLER REF NO: DHS/FIN/001/19**
Directorate: Finance

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg Health District
REQUIREMENTS : Grade 12 (matric) with a minimum of 5 years' experience in Finance or, a relevant degree or diploma in Finance Management with three years' experience. Professional person with integrity & ability to perform under pressure. Self-driven and results oriented. Good communication, report writing, presentation & interpersonal skills. A good understanding of the Public Service Legislation such as prescripts applicable to the Government including PFMA, Treasury Regulations and any related to financial Management will be an additional advantage. Good computer skills (MS Office) & a driver's license.

DUTIES : Co-ordinate & compile the District budget & ensure compliance with prescripts. Compile management reports with regard to budget, expenditure and revenue projections & monitor expenditure against budget. Analyze expenditure reports & give sound advice to management for decision making. Ensure timeous submission of monthly, quarterly & annual reports. Monitor budget in line with the objectives of the department by ensuring budgetary control mechanisms are in place & effective. Ensure that the web cycles is cleared on a regular basis & supplier payments are made within a prescribed period (within 30 days of submitting an invoice). Do reconciliations with regard to transversal systems (Bas/Sap; Bas/Persal; Bas/Medsas; Bas/Receipts-Deposits; Bas/Parking- Accommodation). Management of NGOs (Mental Health; Nutrition & Hast). Petty cash & state moneys administration. Assist with DHER; DHP and any other finance related reports. Check monthly financial reports for completeness, accuracy & validity. Ensure proper controls & systems are in place to manage the workflow in the division. Perform any other work related duties as may be required from time to time. Manage & supervise staff by ensuring their development & appraisal.

ENQUIRIES : Ms. L. Nthangeni Tel No: (011) 694-3879
APPLICATIONS : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hill brow Clinic.in respect of race, gender and disability.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE : 20 September 2019

POST 32/135 : **HEALTH PROMOTION COORDINATOR REF NO: DHS/HEP/001/19 (X2 POSTS)**
Directorate: Health Promotion

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg Health District
REQUIREMENTS : A matric or equivalent with at least. 5 years' experience in the Health Promotion. A Diploma or equivalent in Health Promotion with 3 years' experience will be an added advantage. Possess good understanding of the health sector at all managerial spheres (national, provincial and district level). Demonstrate ability and competence to interpret legislation, policy, and strategy. Must have appropriate

working experience and pure understanding of Behaviour Change Communication Strategies, Health Promotion principles and action areas. Must be able to work independently, have good interpersonal relations, good organisational and coordination skills. Must demonstrate potential to work under extreme pressure. Must have a valid driver's license. Must be computer literate and can produce reports using excel, word and power point.

DUTIES : Manage and coordinate implementation of health promotion programme within the district Conduct district needs assessment and disease profile analysis. Develop Health implementation plans, mobilise and manage IEC resources. Develop and coordinate implementation of Health Literacy plans including health education sessions, dialogues and campaigns in different settings: e.g. schools, health facilities, ECD centres, community and households. Monitor and respond on the targeted Health Promotion priorities. Conduct support and monitoring visits to sub-districts to ensure effective implementation of health promotion activities. Facilitate and support the development of health promotion staff to inform them of the latest developments in priority areas requiring health promotion interventions. Conduct monthly meetings with sub-districts to receive and provide feedback. Assist in resource and financial management. Establish and maintain partnerships with key stakeholders, e.g. programme managers, WBOTs, Local Authority, Community leaders, etc. to address the social determinants of health and submit health promotion reports according to district and provincial requirements. Should be able to assess and evaluate own performance and others performance in the unit.

ENQUIRIES : Dr Ohaju Tel No: (011) 694- 3888

APPLICATIONS : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Administration Building, Ground floor, Hillbrow Clinic.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE : 20 September 2019

POST 32/136 : **ADMINISTRATION OFFICER: PATIENT AFFAIRS REF NO: BGH 2019/ SEPT/01**
Directorate: Administration

SALARY : R257 508 per annum (plus benefits)

CENTRE : Bertha Gxowa Hospital

REQUIREMENTS : An appropriate three years Diploma or Degree Public Administration and Management with more than -2 Years' experience in Patient Affairs or Grade 12 with 5-10 years' experience in Patient Affairs. Computer Literacy (MS Word, MS Excel). Must have experience in Knowledge and understanding of PFMA, Treasury Regulations, Treasury Regulations and Administrative Procedure Manual. Good communication, Report writing and interpersonal skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentiality. Must be able to plan, organize and Coordinate the activities of the unit. Ability to work under pressure and to handle conflict.

DUTIES : Supervise Patient Administration personnel, i.e. ensuring that there is reduced waiting time, adequate patient data is collected, UPFS is implemented. Revenue Policies and Prescripts are adhered to. Take supervision role in Patient's Record Management, Mortuary, Porters and Ward Clerks. Compile and submit monthly

		reports. Plan and control leave for staff. Manage down time occurrences in all patient registration points. Carry out Performance Management and Development System in areas of responsibility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MN Gumbi Tel No: (011) 278 7685
	:	Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 32/137</u>	:	<u>PROFESSIONAL NURSE GRADE 1, 2, 3 (GENERAL) REF NO: 004552 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum Grade 2: R315 963 - R362 865 per annum Grade 3: R383 226 - R485 475 per annum (Salary will be in accordance with the OSD determination in terms of experience)
<u>CENTRE REQUIREMENTS</u>	:	TARA the H. Moross Centre Sandton Basic R425 qualification i.e. Diploma / Degree in Nursing, or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of one year's psychiatric experience in General nursing or Community Service. Good communication skills, both verbal and written are of importance. A valid Driver's license and computer literacy will be considered as an added advantage.
<u>DUTIES</u>	:	Provision of optimal, holistic knowledge of mental health care in nursing. Provide complex and advance comprehensive care to patients in a psychiatric unit in a cost effective, efficient and equitable manner. To understand the processes, procedures and other legal framework pertaining to nursing and Mental Health Care Act. To act as a shift leader when required to do so. To be able to work night duty and public holidays. Ensure the Implementation of the national Regulated Norms and Standards and Batho-Pele Principles. Participate in other structures (Committees) of the hospital outside the unit to strengthen service delivery. Maintain own professional growth and ethical standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs L Kekana Tel No: (011) 535 3006/3008
	:	Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	:	The organization encourages applications from the following racial groups to increase diversity and transformed workforce. Coloureds, Indians, Whites and people with disability.
<u>CLOSING DATE</u>	:	27 September 2019
<u>POST 32/138</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3 REF NO: JUB 09/2019</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 (per annum) Grade 2: R315 963- R362 865 (per annum) Grade 3: R383 226 -R485 475 (per annum)
<u>CENTRE REQUIREMENTS</u>	:	Jubilee District Hospital Diploma in general nursing and midwifery, registration with SANC as professional nurse and midwife, 2019 SANC receipt. Problem solving skills, good communication skills, report writing skills, good interpersonal relationship.
<u>DUTIES</u>	:	Provide direction and supervision for the nursing care plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicator for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care, maintain a constructive working relationships

relevant to nursing and health care, maintain a constructive working relationships with nursing personnel and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

- ENQUIRIES** : MS Ngwenya Tel No: (012)717 9398
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 20 September 2019
- POST 32/139** : **ADMINISTRATION CLERK – PROCUREMENT REF NO: 004557**
Directorate: Forensic Medical Services
- SALARY** : R173 703 - R204 612 per annum (plus benefits)
- CENTRE** : Supply Chain Management
- REQUIREMENTS** : Grade 12 or equivalent qualification with 12 months or more experience in Supply Chain Management (acquisition).Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulations, Supply Chain Management, Contract and stores management. Good communication skills (both verbal and written), problem solving, and interpersonal skills. Highly motivated, results oriented and have the ability to organize and plan. Working knowledge of BAS, SAP and SRM. Computer literacy is essential. Have the ability to work under pressure and meet deadlines. Driver's license and an appropriate Degree/National Diploma will be added advantage.
- DUTIES** : Provide an efficient Supply Chain Management Services. Receive and record all requisitions send by end users. Send out request for quotations for goods and services in accordance with prescribed procurement policies and procedures. Ensure rotation of suppliers and provider monthly BEE targets achieved status report. Ensure proper update of Procurement Registers for RLS 01 received and processed. Capture RSL 01 on SRM system. Follow up with HPC for creating Purchase Orders. Ensure that service providers and end users receive copy of purchase order as soon as it is available. Compile submissions, motivations and reports. Manage and attend all queries related to Procurement. Provide guidance and support to End Users. Ensure proper filing of RLS 01, contract documents, VA2 and RLS 02. Monitor all existing contracts and give support to the supervisor on all matters relating to contract management. Ensure proper control and managing of internal stores. Prepare weekly plans and reports.
- ENQUIRIES** : Ms. G Tshamano Tel No: (082) 573 7952
- APPLICATIONS** : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services, P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have

to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 20 September 2019

POST 32/140

: **FORENSIC OFFICER REF NO: 004558**

Directorate: Forensic Pathology Service

SALARY

: R173 703 – R204 612 per annum (Level 05) (plus benefit)

CENTRE

: Sebokeng FPS

REQUIREMENTS

: Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's license minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES

: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES

: Mr P Denner Tel No: (016) 988 9720

APPLICATIONS

: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE

: Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 20 September 2019

POST 32/141 : **ADMINISTRATION CLERKS REF NO: LRT / ADM /09 (X10 POSTS)**
 Directorate: Patient Affairs

SALARY : R173 703 – R204 612 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Relevant 3 years National Diploma or Grade 12/ Equivalent with 2 years hospital experience or Grade 10/ equivalent with 5 to 10 years hospital experience. Computer Skills. Sound knowledge of PFMA. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines.

DUTIES : Registration of inpatients and outpatients. Collection and safe custody of patient's fees. Kitting of patients valuable as per request. Booking of patient and efficient handling of enquiries. Updating of patient's information in the system as and when required.

ENQUIRIES : Mr. M Molefe Tel No: (011) 411 3514
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM

POST 32/142 : **MATERIAL RECORDING CLERK REF NO: LRT/MRC/10 (X2 POSTS)**
 Directorate: Asset Management

SALARY : R173 703 – R204 612 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Relevant 3 years National Diploma or Grade 12/ Equivalent with 2 years hospital experience or Grade 10/ equivalent with 5 to 10 years hospital experience. Computer Skills. Sound knowledge of PFMA. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines.

DUTIES : Ensure that all assets in the wards and offices are verified and fallen barcodes are replaced. Redundant assets are condemned and moved to the storage area. Capture GRV for new equipment, repairs and WEB cycle posted. Ensure that VA2, VA7 and technical report are compiled. Ensure that maintenance for contract are renewed and extended.

ENQUIRIES : Ms C Manzini Tel No: (011) 411 3716
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any

Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 20 September 2019 at 12h00 PM
- POST 32/143** : **LABOUR RELATIONS SECRETARIENT REF NO: LRT / LRS / 11 (X1 POST)**
Directorate: Human Resource
- SALARY** : R173 703 – R204 612 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Relevant 3 years National Diploma or Grade 12/ Equivalent with 2 years hospital experience or Grade 10/ equivalent with 5 to 10 years hospital experience. Computer Skills. Knowledge of PERSAL and secretariat experience will be an added advantage Good verbal and written communication skills. Ability to work under pressure in a changing environment. Work closely with other disciplines. Innovative thinking and problem-solving skills.
- DUTIES** : Record all incoming correspondence in different registers daily. Provide secretarial services in the department. Minutes taking in bi and multilateral meetings, minutes taking in Grievance sittings and minutes taking in all HR committee meetings (i.e. Overtime, Early retirement, PILIR, reasonable accommodation, employment Equity and skills development committees etc). Compile weekly, monthly, quarterly and annual labour related reports. Compliance to all relevant time frames. Ensure capturing of grievances and misconducts on PERSAL. Handle office correspondence (i.e. manage incoming and outgoing mails and distribute accordingly). Coordinate all LRO meetings.
- ENQUIRIES** : Mr. H Chauke Tel No: (011) 411 3552
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 20 September 2019 at 12h00 PM

POST 32/144 : **CLIENT INFORMATION CLERK REF NO: HRM 81/2019**
Directorate: ICT Switchboard

SALARY : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 and a minimum of 6 months working experience at Switchboard/ Reception/ Helpdesk/ Service Desk/ Call Centre. A call centre or relevant/ equivalent qualification will be an added advantage. Office Management, Computer literacy, customer service skills, experience in client liaison and telephone etiquette as well as good communication skills. Fluency in English. Previous learnership in a hospital environment will add as an advantage.

DUTIES : The successful candidate will be expected to work shifts (Both day and night), including weekends and public holidays. He/she will perform all switchboard related duties, IT helpdesk and other office related tasks. Switchboard duties comprises of answering and screening of incoming calls and outgoing calls; attending to enquiries; transferring calls to relevant departments; sending of SMS's to staff and patients; taking messages and relay to the relevant person. Office related administrative tasks comprises of filling; completing of official documents; updating of telephone directory and compiling and distribution of in-house telephone bills to relevant departments; take minutes of meetings upon request. Perform standby duties and overtime as and when rostered. The candidate must remain friendly and helpful at all times, even when working under pressure and adhere to Batho Pele Principles. The candidate must be flexible to perform his/her duties on short notice if the roster changes. N.B Shortlisted candidates are expected to write a computer literacy test.

ENQUIRIES : Ms L.O.S Mogane Tel No: (012) 354 3927 or Mr. F.C Boshoff (012) 354 2478
APPLICATIONS : 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, certified copies of ID and certificate of qualifications. 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 : 20 September 2019

POST 32/145 : **ENROLLED NURSE REF NO: JUB 10/2019**
Directorate: Nursing

SALARY : Grade 1: R171 381 - R192 879 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Registration with the SANC as enrolled nurse. 2019 SANC receipt. Basic communications skills, basic writing skills. Ability to function as part of the team, basic interpersonal relationships and elementary function skills.

DUTIES : Development and implementation of basic patient care plans, provide basic clinical nursing care, effective utilization of resources. Maintain professional growth/ethical standards of self-development.

ENQUIRIES : MS Ngwenya Tel No: (012)717 9398
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 20 September 2019

POST 32/146 : **STAFF NURSE REF NO: STDH/0009 (X3 POSTS)**
Directorate: Nursing Services

SALARY : R171 381 – R192 879 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 certificate. Qualification that allows registration with the South African Nursing Council (SANC) as Enrolled Nurse and proof of current registration. A minimum of one (1) year appropriate experience in nursing after registration with

- the SANC as Enrolled Nurse will be an advantage. Good communication skills, basic writing skills and the ability to function as part of a team. Knowledge of nursing care process and procedures and other relevant legal framework.
- DUTIES** : To ensure safe and effective clinical nursing practice. Ensure effective implementation of Standard Operating Procedure (SOP) to ensure rendering Quality Nursing Care to patients. Ensure that the Nursing Standards are upheld and maintained. Ensure effective communication according to hierarchy. Ensure optimal utilization of material resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Ensure that the national core standards (Ideal Hospital) are maintained and upheld. Demonstrate understanding on the ethical standard of nursing and professional image.
- ENQUIRIES APPLICATIONS** : Ms BM Rikhotso Tel No: (011) 531 4304/4302
: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, a detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 20 September 2019
- POST 32/147** : **ENROLLED NURSES REF NO: LRT \ GEN \ 12 (X5 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R171 381 – R192 879 per annum (Plus, benefits)
Grade 2: R204 627 – R230 307 per annum (Plus, benefits)
Grade 3: R242 166 – R297 825 per annum (Plus, benefits)
- CENTRE REQUIREMENTS** : Leratong Hospital
: Appropriate qualification that allows registration with SANC as Enrolled Nurse. Certificate of registration with the SANC as an Enrolled Nurse and proof of current registration. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines
- DUTIES** : Development and implementation of basic patient care plans. Provide basic clinical nursing Care, Effective utilization of resources. Maintain of professional growth, ethical standards and development. Compliance with code of conduct. Compliance with all public service legislation and regulations.
- ENQUIRIES APPLICATIONS** : Ms. W.M Phambuka Tel No: (011) 411 3506
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for

Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM

POST 32/148 : **PRINCIPAL PORTER REF NO: LRT / PPT / 13 (X2 POSTS)**
Directorate: Support Services

SALARY : R145 281 – R171 138 per annum (plus benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : Grade 10 / equivalent qualification with minimum of 5 years' experience as porter in hospital environment. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Be prepared to supervise a big team. Ability to read and write in English. Be prepared to work after hours.

DUTIES : Ensure that efficient provision of pottering services is done around the hospital. Manage the work attendance of employees. Control the duty roster. Arrange leave of staff. Control overtime and weekend claims forms. Filling probation forms for new appointees. Do PMDS contracting and evaluation for staff. Apply disciplinary measures where necessary. Order uniform for staff. Order pottering equipment and send them for repairs where required.

ENQUIRIES : Mr. P Leiso Tel No: (011) 411 3559

APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM

POST 32/149 : **LINEN ROOM ASSISTANT REF NO: LRT / LAU / 14 (X1 POST)**
Directorate: Support Services

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

CENTRE : Leratong Hospital

REQUIREMENTS : Grade 8 or ABET level 3. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines.

DUTIES : Daily sorting and counting of soiled and clean linen. Provision of cleaning linen to the Wards and different departments. Daily collection of soiled linen and replenishment of clean linen to end users. Be prepared to drive the goods scooter to collect and deliver linen to different points. Offload and load the truck for dispatch to Masakhane Laundry. Daily unpack and packing of linen in the bags.

ENQUIRIES : Mr. P Leiso Tel No: (011) 411 3559

APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM

POST 32/150 : **OPERATOR CSSDREF NO: LRT / OPC / 15 (X3 POSTS)**
 Directorate: Theatre
 Re-advert applicants who previously applied are encouraged to reapply

SALARY CENTRE REQUIREMENTS : R102 534 – R120 780 per annum (plus benefits)
 : Leratong Hospital
 : Grade 8 or ABET level 3. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Knowledge of types of sterilization methods used in Operating Theatre. Experience of compiling instruments linen will be an added advantage.

DUTIES : Compliance to NCS guidelines / ideas hospital guidelines of TSSU / CSSD. Operate types of autoclaves and autoclaves trolleys. Loading and offloading autoclaves. Compile all types of linen utilised in the OT/ CSSD. Damp dusting in TSSU / CSSD arears. Daily bowie dick testing. Cleaning and packing of anaesthetic tubes and suctions. Washing of instruments and compiling of sets according to OT standards. Compiling the white packs and packing gowns / linen. Preparing cleaning solutions for all type of instruments. Daily issuing of scrubs to theatre staff. Cleaning of lead aprons, boots and fridges. Messaging for all errands e.g. bloods, specimens to laboratory plus stores etc. Provide all theatre scrubs – rooms with linen e.g. draw sheet. Compiling of different types of linen according to procedures. Unpacking of vacoliters from boxes. Operating autoclaves and instruments washers of all types.

ENQUIRIES APPLICATIONS : Ms B Pule Tel No: (011) 411 -3663
 : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for

Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 20 September 2019 at 12h00 PM)

POST 32/151 : **HOUSE KEEPER REF NO: TDH10/2019 (X1 POST)**
Directorate: Patient Affairs

SALARY : R102 534 per annum
CENTRE : Tshwane District Hospital
REQUIREMENTS : Abet, Good Verbal Communication and interpersonal skills. Be able to work in team environment.
DUTIES : Ensure maintenance of general cleanliness of the wards. Serve tea, food and water to patients. To ensure proper Handling of kitchen crockery and cutlery. Packing of clean linen in the linen store inside the ward. Pack dirty linen inside linen bags and seal for collection. Sealing of boxes for medical waste. Monitor linen stock levels and order when the need arises. Clean walls, windows, locker and patient's bed inside the wards. Disinfection of all surfaces according to programme and supervisor's instruction. Report defect to works department.

ENQUIRIES : Ms Lewis A Tel No: (012) 354 7364
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE : 20 September 2019

POST 32/152 : **MESSENGER REF NO: MESSE/KPTH/08/19 (X3 POSTS)**
Directorate: Patient Affairs

SALARY : R102 534 – R120 780 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 and above (original certified report / transcript of not more than 3 months). Twelve (12) months proven experience as a Messenger. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work on weekends and holidays when requested. Driver's license will be an added advantage.

DUTIES : Collection and delivery of files around the hospital assist with issuing out files. Assist with drawing of files in Records. Collect and send files to archives. Internal collection and distribution of mail, circulars, memos, prescription charts, TTO's and order books. External: collection and distribution of mail outside the Hospital. Assist with other duties as instructed by the supervisor.

ENQUIRIES : Ms J Khoza Tel No (012) 318- 6469
APPLICATIONS : Department. Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified n interviews on the date, time and place determined by the Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. NB: Additional criteria to select may apply.

CLOSING DATE : 20 September 2019

POST 32/153 : **PROPERTY CARETAKER REF NO: STDH/00010 (X3 POSTS)**
 Directorate: Admin & Support Services
 Re-advertisement

SALARY : R102 534 – R120 780 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 10/Standard 8. Grade 12, Horticulture certificate and a valid driver's license will be an advantage. Have good communication skills and work as a team and rotate to other sections. Gardening/ grounds experience will be an added advantage.

DUTIES : Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, cleaning of machines and tools after use, Loading and offloading of furniture. Cleaning of storm water and gutters. Keep equipment and tools safe. Communicate with all stakeholders, Adhere to infection control. Carry lawful instructions given by the supervisor.

ENQUIRIES : Ms CT Mtsweni Tel No: (011) 531-4378
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

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

CLOSING DATE : 20 September 2019

POST 32/154 : **FOOD SERVICE AID REF NO: STDH/00011**
 Directorate: Admin & Support Services

SALARY : R102 534 – R120 780 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Abet level 4/ Grade 10 with 1-2 years' experience and appropriate knowledge of food preparation. Grade 12, Food and beverage certificate will be an added advantage. Exposure to hospital environment and awareness of Batho Pele principles. Should be prepared to work shifts and public holidays. Be willing to work in a team and under stressful conditions.

DUTIES : Responsible for food preparation, snacks, Food parcels (provision) and beverages for patients. Responsible for patients' meal distribution and serving in wards. Apply hygiene and safety measures in all work areas according OHS Act. Responsible for the cleanliness of the Foodservice unit, ward kitchen and equipment. Report waste and losses. Be prepared to relieve in all areas of the Foodservice and wards when required.

ENQUIRIES : Ms P Thwala Tel No: (011) 531-4346/4369
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham.

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

CLOSING DATE : 20 September 2019

POST 32/155 : **SESSIONAL MEDICAL OFFICER REF NO: LRT \ SMO \16**
 Directorate: Anaesthesia (X1 Post), Quality Assurance (X1 post) and MMC (X1 post)

SALARY : Grade 1: R395 per session

- Grade 2: R452 per session
Grade 3: R524 per session
- CENTRE REQUIREMENTS** : Leratong Hospital
: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be an added advantage, Diploma in Anaesthetics, Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
- DUTIES** : Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour's duties as per roster as well as academic discussions and research. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management
- ENQUIRIES APPLICATIONS** : Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel No: (011) 411 3679
: Applicants should clearly indicate the discipline that they are applying for. NB: applicants who previously applied are encouraged to reapply. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers license, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 20 September 2019 at 12h00 PM

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : can be delivered: to Life Centre Building, Ground floor, 45 Commissioner Street, Marshalltown, Johannesburg, 2107.
- CLOSING DATE** : 20 September 2019
- NOTE** : Shortlisted candidates will be subject to pre-employment screening (vetting). An updated CV, certified ID copy, certified driver's license & certified qualifications must be attached (certified copies older than 3 months will not be accepted). Applications received after the closing date will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. The Department reserves the right to fill the position (s). Women and people with disabilities are encouraged to apply.

OTHER POSTS

POST 32/156 : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT, SOCIAL FACILITATION AND JOB CREATION REF NO: DRT/DS/2019/15 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Design Services

SALARY CENTRE REQUIREMENTS : R733 257 per annum (An all-inclusive remuneration package)
: Johannesburg, Head Office
: Bachelor's degree or equivalent National diploma in Public Administration/ Real Estate/ Deeds/ RPL Certificate in relation to the post with at least 3-5 years' experience in Land Acquisition or Property Management related to the proclamation of Provincial roads, and junior management experience. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.

DUTIES : Provide operational leadership to the sub – directorate. Manage Human Resources Administration, Planning and Controls systems. Manage financial administration, planning and Controls systems. Effectively Manage Land Acquisition Services. Provide effective management of HR leaves, Performance Management and Development System (PMDS), and general Human Resources administration. Provide effective management of the budgeting process and budget control for goods and services and capital projects. Provide effective administration and management of assets and travel claims of the directorate. Provide effective management of land acquisition process and efficient resolution of land acquisition inquiries (Request for Leasing of land, Confirmation of Compensation, Confirmation of whether property is affected by future road, Inquiry about compensation process and Inquiry on whether the road is proclaimed or not). Accomplish staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures. Plan Service Delivery to meet Client Expectations. Develop Initiatives for Managing Development and Transformation Processes in a Workplace. Communicate as a Manager in the Public Service. Produce data and analyse statistics for workplace operations in the GPG. Apply Problem Solving Strategies as a Manager in the Public Service. Maintain physical and/or electronic information records. Use Technology to achieve Workplace Objectives.

ENQUIRIES : Mr. E Mashaba Tel No: (011) 355 7096/7013

POST 32/157 : **DEPUTY DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES REF NO: DRT/DS/2019/16 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Design Services

SALARY CENTRE REQUIREMENTS : R733 257 per annum (An all-inclusive remuneration package)
: Johannesburg, Head Office
: Bachelor's degree or equivalent National diploma in Public Administration/ Real Estate/ Deeds/ RPL Certificate in relation to the post with at least 3-5 years' experience in Land Acquisition or Property Management related to the proclamation of Provincial roads, and junior management experience. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.

DUTIES : Provide operational leadership to the sub – directorate. Manage Human Resources Administration, Planning and Controls systems. Manage financial administration, planning and Controls systems. Effectively Manage Land Acquisition Services. Provide effective management of HR leaves, Performance Management and

Development System (PMDS), and General Human Resources administration. Provide effective management of the budgeting process and budget control for goods and services and capital projects. Provide effective administration and management of assets and travel claims of the directorate. Provide effective management of land acquisition process and efficient resolution of land acquisition inquiries (Request for Leasing of land, Confirmation of Compensation, Confirmation of whether property is affected by future road, Inquiry about compensation process and Inquiry on whether the road is proclaimed or not). Accomplish staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures. Plan Service Delivery to meet Client Expectations. Develop Initiatives for Managing Development and Transformation Processes in a Workplace. Communicate as a Manager in the Public Service. Produce data and analyse statistics for workplace operations in the GPG. Apply Problem Solving Strategies as a Manager in the Public Service. Maintain physical and/or electronic information records. Use Technology to achieve Workplace Objectives.

ENQUIRIES

:

Mr. E Mashaba Tel No: (011) 355 7096/7013

POST 32/158

:

DEPUTY DIRECTOR: VEHICLE FITNESS REF NO: DRT/R&C/2019/17 (X1 POST)

Branch: Transport Branch
Directorate: Registration and Compliance

SALARY CENTRE REQUIREMENTS

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:
:

R733 257 per annum (An all-inclusive remuneration package)
Johannesburg, Head Office
Appropriate Diploma or Equivalent qualifications/RPL Certificate in relation to the post. At least 5 years 'management experience within traffic law administration environment. Experience in court procedures and in-depth working knowledge of Natis and NRTA is a requirement. A working knowledge and understanding of the government regulatory framework and policies governing roads and transport, Public Finance Management Act, Public Service Act, Treasury Regulations and Basic Conditions of Employment Act, Public Service Act, Labour Relations Act, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Excellent management skills, leadership skills, and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid driver's license is an inherent requirement of the position.

DUTIES

:

The incumbent will be responsible for the registration for the registration and monitoring of Vehicle Testing Stations, Manufacturers, Importers and Builders of vehicles and Authorised Officers, as prescribed by the National Road Traffic Act, 1996 (Act 93 of 1996) and related regulations. Develop and monitor service delivery standards and procedures. Perform any other function relevant to the Directorate. Give guidance on the interpretation of legislation and input into legislation, policy and procedure development and amendments. Represent the Province at various national and technical and policy committees. Manage Service Level Agreements. Keep and update a database of all service centres. Develop tools/controls for fighting fraud and corruption at Vehicle Testing Stations. Create and manage working relationship with the law enforcement agencies. Ensure regular consultation with the service centres/proprietors and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Manage human resources including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated.

ENQUIRIES

:

Ms. K Tshabalala Tel No: (011) 891 0090

POST 32/159

:

DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: DRT/LR/2019/18 (X1 POST)

Branch: Corporate Services
Directorate: Labour Relations

SALARY CENTRE

:
:

R733 257 per annum (Level 11) (all-inclusive package)
Johannesburg

<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree or equivalent NQF level 7 Qualification-in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post with 5 years' experience in the field of Labour Relations or Labour Law or trade union environment, coupled with 3 years' junior management experience in Government. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Knowledge of Service Legislative Frameworks, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act, Skills Development Act, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. The following skills are important: written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy.
<u>DUTIES</u>	:	The incumbent will responsible for the following tasks, coordination and facilitation of grievance resolutions and management of collective bargaining in the department. Monitor the implementation of collective agreements and resolutions. Facilitate consultative structure within the Department and the regions. Develop and monitor regional consultative structures. Represent the Department on collective Bargaining disputes. Facilitate training for line managers in handling grievances and collective bargaining issues. Advise management and staff on labour relations issues (collective bargaining). Liaise with HR on Labour Relations matters. Promote sound labour relations practices. Management of Sub-directorate. Manage staff performance and assessments. Attend Bargaining Chamber meetings and workshops. Establish and maintain good relationships with organized labour and other external stakeholders.
<u>ENQUIRIES</u>	:	Mr. Xolani Mlambo Tel No: (011) 355-7560
<u>POST 32/160</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND DEVELOPMENT REF NO: DRT/OD&HRA/2019/19 (X1 POST)</u> Branch: Corporate Services Directorate: Organisational Development and Human Resources Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (An all-inclusive remuneration package) Johannesburg, Head Office
<u>REQUIREMENTS</u>	:	A relevant Bachelor's degree in Human Resources Management / equivalent Diploma in Human Resource or Industrial Psychology/Management Services)/RPL Certificate in relation to the post. Minimum of 3 years relevant experience in a role relating to Human Resource Planning. Knowledge and understanding of Human Resource theory, practice and management; Knowledge of DPSSA regulations and Ministerial Handbook; Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. CORE, BCEA, LRA, EEA, SDA, OHSA; A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, Visio and / or Access); Experience with Government systems and Tools – OrgPlus; PERSAL; Equate/Evaluate System, Vulindlela and Business Process Mapping. A valid driver's License.
<u>DUTIES</u>	:	Overall management of the Organisational Development sub-directorate: Overseeing the development and implementation of business plans, outlining critical strategic/service delivery improvement interventions to be effected in accordance with the relevant legislation. Ensure the reviewing, re-designing, coordination and implementation of organisational structures and post establishment of the department; Manage and coordinate the job evaluation process within the department; Ensure the development of generic job profiles; Provisioning of HR Organisational Development Information Systems; Ensure the preparation of HR OD related monthly statistics e.g. vacancy rate, headcounts etc. Conduct research on HR OD matters; Coordinate the development of business improvements, standardisation of business processes and process information; Manage overall change management interventions; Assess the overall organization and units affected by change; Develop a change management strategy for the department; Design, develop and implement training and education programmes pertaining to change; Compile submission(s) on any development that relates to organizational structure, business processes, job evaluations, OSD's and

any directive from the Minister of Public Service and Administration (MPSA); Facilitate the creation of organisational development strategies that support the business strategy of the department; Supervise and manage staff; Plan, organize and control activities pertaining to the functions of the component; Provide a mentoring and quality assurance role to Organisational Development personnel.
Mr. G. Taunyane Tel No: (011) 355 7526

ENQUIRIES

POST 32/161

SPECIALIST: EMPLOYEE HEALTH AND WELLNESS REF NO: DRT/ OD&HRA /2019/20 (X1 POST)
Branch: Corporate Services
Directorate: Organizational Development and Human Resources Administration

**SALARY
CENTRE
REQUIREMENTS**

R733 257 per annum (An all-inclusive remuneration package)
Johannesburg, Head Office
A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council; 3 - 5 year's middle management experience in Employee Health and Wellness/EAP/RPL Certificate in relation to the post. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, and PowerPoint); a valid driver's License.

DUTIES

To promote disease and chronic illness management. Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. To promote the management of Mental Health and Psychosomatic illnesses. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health. To manage injury on duty and incapacity due to ill health. Put measures in place to integrate Health Risk Assessments and Management and Productivity Management. To promote occupational health education and promotion. Provide information on health care options to employees to exercise more control over their own health and over their environments, and to make choices conducive to health. To manage resources of the programme. Supervise and manage staff.

ENQUIRIES

Ms. T Odame-Takyi Tel No: (011) 355 7490

POST 32/162

SPECIALIST: HIV, AIDS, STI& TB (HAST) REF NO: DRT/OD&HRA /2019/21 (X1 POST)
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration

**SALARY
CENTRE
REQUIREMENTS**

R733 257 per annum (An all-inclusive remuneration package)
Johannesburg, Head Office
A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council/RPL Certificate in relation to the post. 3 - 5 year's middle management experience in Employee Health and Wellness/EAP. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, Power Point); A valid driver's License.

DUTIES : To manage and promote HAST prevention. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, promote adherence to counselling and regular HIV testing, including those with active TB disease. To promote Conducting of research, monitoring and evaluation. Develop and implement data management system for NSP indicators developed to generate quarterly and annual reports. To promote human right and access to justice. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and Related ailments. Manage compilation of management reports as required. Present monthly, quarterly and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi Tel No: (011) 355 7490

POST 32/163 : **DEPUTY DIRECTOR: MOTOR VEHICLE REGISTRATION & LICENSING REF NO: DRT/R&C/2019/22 (X1 POST)**
Branch: Transport Branch
Directorate: Registration and Compliance

SALARY CENTRE REQUIREMENTS : R733 257 per annum (An all-inclusive remuneration package)
: Johannesburg, Head Office
: Appropriate Bachelor's Degree or Equivalent NQF Level 7 qualification/RPL Certificate in relation to the post. At least 5 Years management experience within traffic law administration environment. A working knowledge of NaTIS and NRTA is a requirement. Excellent management skill, leadership skills and advanced computer literacy are essential. Knowledge of the Public Finance Management Act, Public Service Act, Basic Conditions of Employment Act, Labour Relations Act, and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver's license is an inherent requirement of the position.

DUTIES : Manage a vehicle registration and licensing NaTIS high risk transaction help desk services, NaTIS hard and software calls and the NaTIS call Centre. Manage the effective application and performance of transactions by the Provincial Help Desk staff on the NaTIS Task Management System ensuring compliance with Legislative prescripts i.e. the National Road Traffic Act, (Act 93 of 1996). Handle with high level telephonic calls and faxes from Registering Authorities and other customers i.e. SAPS, SABS, Auditor-General, Motor Industry etc. Manage the registration and regulation of manufactures of number plates. Represent the province at the NaTIS User Group meeting and at the Interprovincial Policy and Procedure Work Group, and regular consultation with Registering Authorities. Give advice on all matters relating to vehicle registration and licensing. Develop, maintain and monitor Motor Vehicle Registering Authority's service delivery standards and procedures. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with Batho Pele principles. Perform any other function relevant to the Directorate. Manage the Provincial Help Desk Section including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated. Keep and update a database of all Registering Authorities. Develop tools for fighting fraud and corruption at Motor Vehicle Registering Authorities (MVRA).

ENQUIRIES : Ms. K Tshabalala: Tel No: 011 891 0090

POST 32/164 : **DEPUTY DIRECTOR HELPDESK REF NO: DRT/OL/2019/23 (X1 POST)**
Directorate: Operating Licensing

SALARY CENTRE REQUIREMENTS : R733 757 per annum (Level 11) (all-inclusive package)
: Ekurhuleni
: A National Diploma or Bachelor's Degree in Administration must have a B-Degree/RPL Certificate in relation to the post with a minimum of 5 years or more experience at a managerial or supervisory level. At least 4-5 years' experience within public transport environment. A related Post Graduate degree will be an

added advantage. Knowledge and experience in the following fields are critical: Project Management, Legal and Public Transport. Knowledge and understanding of the following legislative prescripts is critical: National Land Transport Act No5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Good liaison and team working skills; Proven administrative and organisational skills Good interpersonal, organization and planning skills; Valid Driver's License.

DUTIES : Manage the administration and verification of applications. Receive applications. Manage the administration of revenue collection. Receive fees for accepted applications. Manage the processing of applications and issuing operating Licenses. Gazette applications. Manage the process of preparing of issued operating licenses. Tract processed applications. Manage the establishment of regional TOLABS. Facilitate the implementation of Transport Operating Licensing Administrative Bodies (TOLABs) in Regions and ensure the effective and efficient function of the TOLABs. Manage the implementation of the Anti-Fraud and Corruption control system. Attend to Audits queries and implementations thereof. Manage the resources of the component and perform generic management functions. Compile weekly/monthly/quarterly performance report and make budgetary recommendations. Develop project/operational plans to execute strategic objectives outlined in the department's strategic plan.

ENQUIRIES : Ms N. Dube Tel No: (011) 227 8305

POST 32/165 : **DEPUTY DIRECTOR: APPLICATION SYSTEM SUPPORT REF NO: DRT/IF/2019/24 (X1 POST)**

Branch: Corporate Services
Directorate: Information Systems

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : BSc Degree/National Diploma in IT, at least 5 –10 years' experience in systems development and managing consultants and SLA's. Knowledge of VB.Net, ASP, ASP.Net, SQL MS Access. Good communication skills and a valid driver's license.

DUTIES : Policy formulation, implementation and standards, Change Management, Knowledge Management problem solving and analysis. Render development of new Information Systems services. Supervise applications team, analyze application reports to identify trends and take appropriate preventative actions. Drive the implementation of policies and standards, assist director in implementing operational plans. Manage consultants contracted by Directorate. Manage upgrading and maintenance of Information Systems services. Provide technical consultancy and support to clients. System documentation. Manage staff training and performance reviews.

ENQUIRIES : Mr. Edward Ndou Tel No: (011) 355- 7315

POST 32/166 : **DEPUTY DIRECTOR REF NO: DRT/FA/2019/25 (X1 POST)**

Branch: Corporate Services
Directorate: Financial Accounting

SALARY : R733 257 per annum (Level 11) (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelors degree or equivalent NQF level 7 in Financial or Management Accounting/ RPL Certificate in relation to the post, with at least 3-5 years relevant experience in Financial or Management Accounting of which at least 3 years must have been at the level of Assistant Director. Proven management experience. In-depth knowledge of Public Finance Management Act, Treasury Regulations, Procurement reforms, SAP and BAS. Computer literacy proficiency in writing and excel. Good planning and organizational skills. Good communication skills (written and verbal), understanding of expectations of various stakeholders. Sound interpersonal and analytical skills, ability to work under pressure, willingness to

		work long hours as and when required. The incumbent must have a valid driver's license.
<u>DUTIES</u>	:	To lead, direct and control the Finance Control Sub unit within Financial Accounting Directorate: Assist in providing strategic support to the Director Financial Accounting to ensure delivery and implementation of planned work, and proactively foster a high-performance culture. Put measures in place to ensure valid claims or invoices are paid within 15 days upon receipt. Implement mechanism to effectively manage and minimize accruals. Timely processing of travel and subsistence advances and clearance of relevant suspense accounts. Put measures in place to prevent and detect fruitless and wasteful expenditure. Implement the strategic objectives of the section. Assist in development of policies, strategies, guidelines and tools to ensure effective monitoring. Preparation and consolidation of monthly finance reports, additionally ensure monthly reports are submitted on predetermined dates. Prepare monthly cash flow projections and daily management of the PMG Account. Ensure fund requisitions are prepared timely on weekly basis. Act as a mentor and supervisor to junior staff. Ensure performance agreements and evaluations are finalized timely within the Finance Control sub unit. Ensure adherence to policies, regulations and instruction notes. Respond to internal and external audit queries as well as all enquiries from various committees, and Engage with key stakeholders to ensure we bridge the expectation gap.
<u>ENQUIRIES</u>	:	Mr. TM Mokete Tel No: (011) 355-7473
<u>POST 32/167</u>	:	<u>ENGINEER PRODUCTION GRADE A REF NO: DRT/CCPP&B/2019/14 (X1 POST)</u> Branch: Roads Infrastructure Directorate: Construction, Capital Projects Programming and Budgeting
<u>SALARY</u>	:	R718 059 - R1 090 458 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg Engineering Degree (B Eng/BSC (Eng)/RPL Certificate in relation to the post. 3 years' post qualification engineering experience and Valid driver's license. Compulsory registration with ECSA. Knowledge of relevant legislation and Public Service Regulations, SLAs, Engineering Professional Act, Architectural Profession Act, Landscape Architectural Act, National Land Transport Act of 2009 and Infrastructure Act of 2001.
<u>DUTIES</u>	:	Manage and execute the programming and budgeting for the Construction Chief directorate: Management of the overall construction projects programming. Human capital management for the programming and budgeting sub – directorate: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Manage and execute social facilitation activities for the Construction Chief Directorate. Management of the social facilities on all construction projects; Manage and ensure EPWP compliance for the Construction Chief Directorate: Ensure job creation on all projects.
<u>ENQUIRIES</u>	:	Ms V Govinden Tel No: (011) 355 7031
<u>POST 32/168</u>	:	<u>SENIOR LEGAL ADMIN OFFICER REF NO: DRT/LAS/2019/27 (X1 POST)</u> Branch: Corporate Services Directorate: Legal Advisory Services
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum (Salary Notch/package to be determined according to relevant experience in terms of OSD)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg B Proc/LLB//RPL Certificate in relation to the post. Admitted as an Attorney or Advocate will be an added advantage. At least 8 years' relevant experience gained after obtaining the qualification. Experience in legal research. Good communication (written and verbal). Ability to solve problems. Ability to work under pressure. Valid driver's license and willingness to travel. Good office administration, computer literacy, planning and organizing skills.

- DUTIES** : To provide legal advice and opinions. Ensure compliance with all relevant legislation and policies by the department. Legal drafting and interpretation. To draft, review and amend contracts and any other legal documents. To comment on legislation, policies and any other legal documents. Knowledge of Court procedures. Administer the process of appeals. Management of litigation. Coordinate and monitor the implementation of Access to Information Act and PAJA.
- ENQUIRIES** : Ms. Jocelyne Madumo Tel No: (011)355 7277
- POST 32/169** : **SURVEY TECHNICIAN CONTROL: FIELD REF NO: DRT/CCPP&B/2019/26 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Construction, Capital Projects Programming and Budgeting
- SALARY** : R452 895 – R774 252 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification)
- CENTRE REQUIREMENTS** : Johannesburg
Engineering Degree (B Eng/BSC (Eng)/ RPL Certificate in relation to the post, 3 years' post qualifications engineering experience and Valid driver's license. Compulsory registration with ECSA. Knowledge of relevant legislation and Public Service Regulations, SLAs, Engineering Professional Act, Architectural Profession Act, Landscape Architectural Act, National Land Transport Act of 2009 and Infrastructure Act of 2001.
- DUTIES** : Manage and execute the programming and budgeting for the Construction Chief directorate: Management of the overall construction projects programming; Human capital management for the programming and budgeting sub – directorate: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Manage and execute social facilitation activities for the Construction Chief Directorate; Management of the social facilities on all construction projects; Manage and ensure EPWP compliance for the Construction Chief Directorate: Ensure job creation on all projects.
- ENQUIRIES** : Mr. E Mashaba Tel No: (011) 355 7096/7013
- POST 32/170** : **ASSISTANT DIRECTOR: LEAVE ADMINISTRATION AND TERMINATIONS REF NO: DRT/OD&HRA/2019/28 (X1 POST)**
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration
- SALARY** : R376 596 per annum (Level 09) (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
An appropriate 3 years' tertiary qualification or equivalent NQF level 6 qualification relevant to the post Or Matric qualification or equivalent NQF level 4 qualification/RPL Certificate in relation to the post. Relevant 3-5 years' experience (with the assumption that supervision as part of experience) Or Relevant 8 years or more experience (with the assumption that supervision as part of experience). Knowledge and understanding of: Human Resource theory, practice and management; human resource policies, procedures and guidelines; relevant human resource legislation e.g. Basic Conditions of Employment Act, Labour Relations Act and Employment Equity Act. A valid driver's license.
- DUTIES** : Overall management of the division PILIR, Leave Administration and Termination of Services delivered by the unit to ensure continuous quality, quantity of the impact of services delivered linked to conditions of services. Develop/communicate/and manage the implementation of processes, procedures, programs, databases, quality assurance measures, service delivery improvements and strategies regarding PILIR, Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly and annual management information reports.
- ENQUIRIES** : Mr G Taunyane Tel No: (011) 355 7526

POST 32/171 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DRT/OD&HRA/2019/29 (X1 POST)**
Branch: Corporate Services
Directorate: Organisational Development and Human Resources Administration

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate 3 years' tertiary qualification or equivalent NQF level 6 qualification relevant to the post Or Matric qualification or equivalent NQF level 4 qualification/RPL Certificate in relation to the post. Relevant 3-5 years' experience (with the assumption that supervision as part of experience) Or Relevant 8 years or more experience (with the assumption that supervision as part of experience). Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act, PSA Regulations, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. A Valid Driver's license.

DUTIES : Overall management of the division Recruitment and Selection. Develop/communicate and manage the implementation of processes, procedures, programs, database and filling of vacancies. Develop, maintain and implement HR related policies and strategies. Monitor all career incidents on PERSAL and implement control measures, procedures and processes. Render guidance and training advice to managers or employees on matters relating to Recruitment and Selection. Develop or quality assure the correctness of submissions to delegated authorities. Compile monthly, quarterly and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.

ENQUIRIES : Mr G Taunyane Tel No: (011) 355 7572

POST 32/172 : **ASSISTANT DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES REF NO: DRT/DS/2019/30 (X1 POST)**
Branch: Roads Infrastructure
Directorate: Design Services

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Public Administration, Real Estate & Deeds /RPL Certificate in relation to the post with 3- 5 years in Land Acquisition and Supervisory level. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Driver's license an advantage. Knowledge and understanding of Gauteng Transport Infrastructure Act (GTIA). Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.

DUTIES : Bachelor's Degree/National Diploma in Public Administration, Real Estate & Deeds /RPL Certificate in relation to the post with 3- 5 years in Land Acquisition and Supervisory level. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. Driver's license an advantage. Knowledge and understanding of Gauteng Transport Infrastructure Act (GTIA). Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills.

ENQUIRIES : Mr E Mashaba Tel No: (011) 355 7096/7013

POST 32/173 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (CASE MANAGEMENT) REF NO: DRT/LR/2019/31 (X1 POST)**
Branch: Corporate Services
Directorate: Labour Relations

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

<u>REQUIREMENTS</u>	:	Appropriate Degree or equivalent NQF level 7 qualification in Labour Relations/Law/Human Resource Management/RPL Certificate in relation to the post with at least 3 years' experience in the field of Labour Relations or Labour Law coupled with 2 years' experience in Government. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Service Legislative Frameworks, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act, Skills Development Act, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. The following skills are important: written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy.
<u>DUTIES</u>	:	The incumbent will be responsible for coordinating and facilitating grievances and misconducts cases in the Department. The duties will include being responsible to maintain and manage a case management system, as well as manage and facilitate all disciplinary process, in terms of providing advisory services to the Department on Labour Relations issues. Promote sound Labour Relations practices, acknowledge and register all cases in the Department by capturing and updating all cases on case management system. Produce and submit reports for the Department and external Stakeholders. Timeously prepare and facilitate on resolutions for the misconduct and grievance cases. Assist with other interests such as facilitating training on line managers on how to assist in handling of grievances and collective bargaining issues. Conduct awareness sessions on Labour Relations matters and liaising with HR on Labour Relations matters. Promote sound collective bargaining practices. Management of Sub-directorate. Manage staff performance, assessments and resources.
<u>ENQUIRIES</u>	:	Mr Xolani Mlambo Tel No: (011) 355-7560
<u>POST 32/174</u>	:	<u>ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: DRT/IS/2019/32 (X1 POST)</u> Branch: Corporate Services Directorate: Information Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg
<u>DUTIES</u>	:	National Diploma or equivalent NFQ level 6/NQF level 7 in Financial or Management Accounting/RPL Certificate in relation to the post with at least 3-5 years' experience, or Grade 12 certificate (or equivalent NQF level 4 certificate) with a minimum of 6 years' experience within the Financial Accounting environment of which a minimum of 2 years should be at a supervisory position, be able to lead and direct a team, extensive knowledge of Public Finance Management Act, Treasury Regulations, SAP and BAS. Knowledge in preparation of the financial statements in accordance with Modified Cash Standard is essential.
<u>DUTIES</u>	:	Policy formulation and implementation, change management, knowledge management problem solving and analysis. Maintain user accounts. Supervise technical support team. Liaise between management and users. Analyze problem reports to identify trends and take appropriate preventative actions. Drive the implementation of policies and standards. Assist the Deputy Director in implementing operational plans. Manage consultants contracted by sub-directorate. Troubleshooting network problems. Manage network operating infrastructure, operating systems and security. Effective management of IT as a strategic resource.
<u>ENQUIRIES</u>	:	Mr. Edward Ndou, Tel No: (011) 355- 7315
<u>POST 32/175</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: DRT/FA/2019/33 (X1 POST)</u> Branch: Finance Directorate: Financial Accounting
<u>SALARY CENTRE</u>	:	R376 596 per annum (Level 09) (plus benefits) Johannesburg

<u>REQUIREMENTS</u>	:	A recognized 3 year degree or equivalent NFQ level 6/NQF level 7 in Financial or Management Accounting/RPL Certificate in relation to the post with at least 3-5 years' experience, or Grade 12 certificate (or equivalent NQF level 4 certificate) with a minimum of 6 years' experience within the Financial Accounting environment of which a minimum of 2 years should be at a supervisory position, be able to lead and direct a team, extensive knowledge of Public Finance Management Act, Treasury Regulations, SAP and BAS. Knowledge in preparation of the financial statements in accordance with Modified Cash Standard is essential.
<u>DUTIES</u>	:	Ensure suspense accounts are monitored and cleared on a monthly basis. Effectively deal with the month and year-end closure procedures. Perform analytical reviews on both expenditure and revenue accounts per line item. Ensuring interdepartmental receivables and payables are reconciled timeously. Compilation of accurate and complete monthly, quarterly and annual financial statements and also ensure the audit file is properly referenced. Ensure the financial reports are submitted timeously in line with the pre- determined dates. Ensure compliance to PFMA, Treasury Regulations, internal policies and any other Legislation that might be necessary. Maintain a complete and accurate register for all liabilities within the Department. Provide financial support to other stakeholders within the department to produce quality financial information. Assist in development of finance policies, guidelines and any other roles that help in executing the duties of the assistant director and smooth running of the component. Assist in the administration of the debt account of the Department and responding to internal and external audit queries.
<u>ENQUIRIES</u>	:	Mr TM Mokete Tel No: (011) 355-7473
<u>POST 32/176</u>	:	<u>SENIOR EXAMINER REF NO: DRT/PRA/2019/34 (X3 POSTS)</u> Branch: Transport Branch Directorate: Provincial Registration Authority (DLTCs)
<u>SALARY</u>	:	R376 596 per annum (Level 09) (plus benefits)
<u>CENTRE</u>	:	Maponya/Xavier/ Kliptown/ Sebokeng
<u>REQUIREMENTS</u>	:	Minimum Grade 12 certificate/RPL Certificate in relation to the post with 3-5 years' Supervisor and Examiners of Vehicle experience; Qualified and registered as a Grade A Examiner with a relevant qualification (Code EC and A); valid Driver's License Grade EC; Knowledge of Public Service Act; Basic Conditions of Employment Act; Promotion of Administrative Justice Act; Promotion of Access to Information Act; e-NaTIS; Municipal By-Laws; Control of Access to Premises and Vehicles Act; and OHS Act. Computer literacy skills.
<u>DUTIES</u>	:	The incumbent will be responsible for ensuring that applicable documents are received for consideration in terms of the National Road Traffic Act. Ensure that tests are conducted in terms of the National Traffic Act; ensure that test results are captured on e-NaTIS. Ensure that renewals of driving licenses and PrDPs are conducted. Monitoring of Fraud and Corruption, and reporting of all unlawful activities. Stakeholder communication and management. Ensure maintenance and compliance of all testing facilities; and Human Resource Management.
<u>ENQUIRIES</u>	:	Mr. B.M. Mabeba / Ms. M.M. Nkabiti Tel No: (011) 355-9039/9037
<u>POST 32/177</u>	:	<u>ASSISTANT DIRECTOR: PROJECTS REF NO: DRT/R/2019/35 (X1 POST)</u> Branch: Transport Branch Directorate: Registration
<u>SALARY</u>	:	R376 596 per annum (Level 09) (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A recognized 3-years National Diploma/Bachelor's Degree in Transport Management or Administration / RPL Certificate in relation to the post from an accredited institution with 3-5 years' relevant experience. Proven competence and experience in the public sector at a supervisory level, preferably in the Transport and Project Management environment. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with

emphasis on Excel, MS Word, MS Projects and Power Point; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver's license.

DUTIES : Manage the proper assessment of registration applications by associations and operators as per application checklist. To ensure that all received registration applications are administered correctly. To ensure compliance to all relevant transport legislation; to manage the accurate capturing of information in relation to the registration of Public Transport operators/associations. To supply data to relevant Metropolitan and District Municipal authorities in relation to confirmation of registration. To manage the effective administration and record keeping of enquiries/queries for the registration process. To manage received applications for the registration of operators/associations; to assist with the administration of projects. Coordinate meetings and workshops, to manage constant communication with staff in relation to the verification of information and documents for registration. To train and supervise Sub-ordinate staff; Assign tasks and functions to subordinates. To ensure proper communication and feedback to all staff. To report on the statistics in relation to received and processed registration applications. Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate.

ENQUIRIES : Mr Modise Sojane Tel No: (011) 227-8302

POST 32/178 : **ASSISTANT DIRECTOR: ADMINISTRATIVE COMPLIANCE REF NO: DRT/R&C/2019/36 (X1 POST)**
Branch: Transport Branch
Directorate: Registration and Compliance

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg, Head Office
REQUIREMENTS : National Diploma/Degree/RPL Certificate in relation to the post. At least 3 years appropriate experience in the eNatis environment. Knowledge of the following will be a distinct advantage: Road Traffic Act, PFMA, Criminal Procedure Act, Public Service Act and Treasury Regulations. Supervisory, leadership skills and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. Understanding of the TRAFMAN system and a valid Driver's license is an inherent requirement of the position.

DUTIES : The incumbent will be responsible to maintain a high level of Administrative expertise and proficiency amongst the Review and Control. Ensure that compliance with the Administrative Requirements in terms of the National Road Traffic Act, 1996 (Act 93 of 1996) and the Gauteng Provincial Road Traffic Act, 1997 (Act 7 of 1997) and the PFMA, is maintained throughout Gauteng. Ensure e-NaTIS is maintained by all Registering Authorities, Vehicle Testing Stations and SAPO throughout Gauteng, as well as number plate manufacturers and MIB's. The incumbent will be responsible to ensure an effective and efficient frontline service delivery monitoring, customer relations, query management and transversal services. Develop and manage a programme of reporting and operational reporting templates that facilitate the acquisition and aggregation of licensing service centre activity information. Develop the management control systems and procedures, geared towards quality and customer service excellence. Develop and manage a Registering Authority statistics maintenance policy and framework. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Develop and manage a framework for Registering Authorities site visits. Provide information and accompany delegates to front line service centres. Prepare reports and other documentation for senior management as required. Develop and manage a training programme aimed at ensuring that licensing centre personnel and monitoring team is conversant with relevant legislation, policies, procedures and development needs.

ENQUIRIES : Dr Innocentia Marule Tel No: (011) 891 0090

POST 32/179 : **ASSISTANT DIRECTOR: VEHICLE FITNESS REF NO: DRT/R&C/2019/37 (X1 POST)**

Branch: Registration and Compliance
Directorate: Registration and Compliance

SALARY
CENTRE
REQUIREMENTS

: R376 596 per annum (Level 09) (plus benefits)
: Johannesburg, Head Office
: Appropriate Bachelor's Degree or equivalent NQF Level 7 qualification. At least of 2-3 years' junior management experience within traffic law administration environment)/RPL Certificate in relation to the post. The candidate should have in depth knowledge of the National Road Traffic Act and Regulations, Public Finance Management Act, Basic Conditions of Employment Act, Public Service Act, Labour Relations Act, Basic conditions of Employment Act, Promotion of Administrative Justice Act and Promotion of Access to information Act. An in depth understanding of NaTIS will be a distinct advantage. Supervisory, leadership skills and advanced computer literacy, excellent interpersonal skills, communication (verbal and written) and report writing skills are some of the attributes required for the post. A valid Driver's license is an inherent requirement of the position.

DUTIES

: Supervise, control and monitor the establishment of Vehicle Testing Stations and monitor the performing of all relevant e-NaTIS transactions including the performance of Vehicle Testing Stations. Ensure the correctness of Vehicle Testing Station Statistical returns in conjunction with eNaTIS transaction reports, Codes of Practice SABS 10216 and 10047 and National Road Traffic Act, 1996 (Act 93 of 1996) Supervise, control and monitor the following of all prescribed administrative processes and handle queries in respect of Vehicle Testing Stations. Supervise and motivate sub-ordinates and provide advice on personnel matters. Give constant input into Road Traffic legislative amendments as it relates to area of responsibility. Register and monitor Compliance of Vehicle Testing Stations, Authorised Officers, Manufacturers, Importers and Builders of vehicles (MIB's), and implement Administrative Action in terms of the PAJA. Handle MEC and legislature enquiries. Develop management control systems and procedures, geared towards quality and customer service excellence, and which eliminate risks in the area of responsibility. Prepare reports and other documentation for senior management as required. Manage human resources of the section, supervise subordinates and perform any other delegated tasks in line with the functions of the directorate.

ENQUIRIES

: Ms. K. Tshabalala: Tel No: (011) 891 0090

POST 32/180 : **ASSISTANT DIRECTOR: MONITORING REF NO: DRT/R/2019/38 (X3 POSTS)**

Branch: Transport Branch
Directorate: Registration

SALARY
CENTRE
REQUIREMENTS

: R376 596 per annum (Level 09) (plus benefits)
: Tshwane Regional Office
: West Rand Regional Office
: Johannesburg Regional Office
: A recognized 3 years National Diploma/Bachelor's Degree in Transport Management or Administration / RPL Certificate in relation to the post from an accredited institution with 3-5 years' relevant experience. Proven competence and experience in the public sector at a supervisory level, preferably in the Transport and Project Management environment. Knowledge and understanding of the following legislative prescripts: National Land Transport Act (NLTA) and its supporting Regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulation, Basic Conditions of Employment Act. Good communication skills (verbal and written); Computer Literacy with emphasis on Excel, MS Word, MS Projects and Power Point; proven administrative and organizational skills, good liaison and team working skills; Good Interpersonal, organization and planning skills; A valid driver's license.

DUTIES

: Manage the proper assessment of registration applications by associations and operators as per application checklist. To ensure that all received registration applications are administered correctly. To ensure compliance to all relevant transport legislation; to manage the accurate capturing of information in relation to the registration of Public Transport operators/associations. To supply data to

relevant Metropolitan and District Municipal authorities in relation to confirmation of registration. To manage the effective administration and record keeping of enquiries/queries for the registration process. To manage received applications for the registration of operators/associations; to assist with the administration of projects. Coordinate meetings and workshops, to manage constant communication with staff in relation to the verification of information and documents for registration. To train and supervise Sub-ordinate staff; Assign tasks and functions to sub-ordinates. To ensure proper communication and feedback to all staff. To report on the statistics in relation to received and processed registration applications. Prepare weekly and monthly reports and any other tasks assigned by the Supervisor within the Directorate.

ENQUIRIES : Mr. Modise Sojane Tel No: (011) 227-8302

POST 32/181 : **ASSISTANT DIRECTOR APPLICATIONS COUNTER REF NO: DRT/OL/2019/39 (X2 POSTS)**
Branch: Transport Branch
Directorate: Operating Licensing

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg & Ekurhuleni
REQUIREMENTS : A National Diploma / Bachelor's Degree in Administration /RPL Certificate in relation to the post at least 3-5 years' experience within the public transport environment. Knowledge of the issuing of operating licenses for all modes of public passenger's road transport will be added advantage. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills Good liaison and team working skills; Good interpersonal, organization and planning skills; Valid Driver's License.

DUTIES : To manage receiving of Applications. Ensure that information on applications and supporting documents are complete and correct. Manage the verification of applications. Ensure the receipt and verification of permits/operating license. Manage the capturing of applications. Ensure that all relevant information is captured accurately. Manage the resources of the component and perform generic management functions. Contribute towards the finalisation of the Annual Performance Plan and Operational plan.

ENQUIRIES : Ms N Dube Tel No: (011) 227 8305

POST 32/182 : **ASSISTANT DIRECTOR ISSUING AND COLLECTION SERVICES REF NO: DRT/OL/2019/40 (X1 POST)**
Branch: Transport Branch
Directorate: Operating Licensing

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Tshwane
REQUIREMENTS : A National Diploma or Bachelor's Degree in Administration/RPL Certificate in relation to the post at least 3-5 years' experience within the public transport environment. Knowledge of the issuing of operating licenses for all modes of public passengers' road transport will be added advantage. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organisational skills Good liaison and team working skills; Good interpersonal, organization and planning skills; Valid Driver's License.

DUTIES : Manage the tracking of processed applications. Manage the scheduling of permit/operating license applications for Provincial Regulatory Entity (PRE)

hearings. Manage issuing of operating Licenses. Manage the flow of information, documents and files for issuing of permits/ operating licenses. Manage the recording of operating license to be collected. Managed the hand-over of issued operating licenses and documents received for collection. Manage registry functions and provide records management services. Manage the receiving and dispatching of files. Manage the resources of the component and performance generic management functions. Contribute towards the finalization of the Annual Performance Plan and Operational Plan.

ENQUIRIES : Ms N. Dube Tel No: (011) 227 8305

POST 32/183 : **ASSISTANT DIRECTOR PROCESSING SERVICES REF NO: DRT/OL/2019/41 (X2 POSTS)**

Branch: Transport Branch
Directorate: Operating Licensing

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

Ekurhuleni

REQUIREMENTS : A National Diploma or Bachelor's Degree in Administration/RPL Certificate in relation to the post at least 3-5 years' experience within the public transport environment. Knowledge of the issuing of operating licenses for all modes of public passenger's road transport will be added advantage. Knowledge and understanding of the following legislative prescripts: National Land Transport Act No.5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Proven administrative and organizational skills Good liaison and team working skills; Good interpersonal, organization and planning skills; Valid Driver's License.

DUTIES : Manage the gazetting of applications. Ensure that the effective administration of information and documents. Manage the preparation of e applications for consideration. Ensure the liaison support function. Manage the coordination with municipalities on concurrencies and advise applicants on hearings. Ensure the processing of applications for the permit conversion process and administer referrals to Metros and Inter-Provincial Boards/Entities. Manage the resources of the component and perform generic management functions. Contribute towards the finalization of the Annual Performance Plan and Operational Plan.

ENQUIRIES : Ms N. Dube Tel No: (011) 227 8305