

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT HEALTH**

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Act. To facilitate this process successfully, an indication of race, gender and disability status is required.

ERRATUM: Gauteng Health: (Kalafong Provincial Tertiary Hospital) Kindly note that the post of Assistant Manager Nursing Area: PAEDS Specialty (PNB4) with Ref No: KPTH/ AM/ SPAEDS/02/20 that was advertised in Public Service Vacancy circular 10 dated 13 March 2020, the salary was incorrect, the correct Salary scale is R614 991 – R692 166. per annum and the The closing date has been extended to 03 April 2020.

OTHER POSTS

<u>POST 11/101</u>	:	<u>HEAD OF CLINICAL UNIT REF NO:</u> <u>HCU/CARDIOTHORACIC/01/CMJAH/2020</u> Directorate: Cardiothoracic surgery Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 728 807.per annum (all-inclusive package) Charlotte Maxeke Johannesburg Academic Hospital Appropriate qualification that allows registration with HPCSA as a Medical Specialist in Cardiothoracic surgery. HPCSA registration as a Medical Specialist' experience after registration with the HPCSA in Cardiothoracic surgery. The following will be an added advantage: Proven experience in all aspect of cardiac, thoracic and congenital cardiac surgery including experience in running a comprehensive cardiac and thoracic unit within a central hospital service. Good communication and leadership skills, decision making and clinical skills, proven track record in undergraduate and postgraduate teaching and training, and in providing fellowship. A MMed degree will be beneficial.
<u>DUTIES</u>	:	Manage the cardiac and thoracic unit at CMJAH and outreach services within the hospital cluster. Participate in other delegated management and administrative functions within the division of Cardiothoracic Surgery at CMJAH, including deputising for the HOD during his absence. Provide after hours' consultation duties and general cardiothoracic, trauma and outpatient duties as required/ coordinate and participate in patient care and quality improvement measures. Ensure the proper and economical use of equipment and other resources. Participate in outreach programs for the development of safe, efficient cardiothoracic services in the cluster. Participate in departmental teaching programs and in cardiothoracic fellowships training. Undertake appropriate clinical research and provide MMed supervision.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr SM. Mogaladi. Tel No: (011) 717-2280/ (011) 717-2536 Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.
<u>NOTES</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 with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	3 April 2020
<u>POST 11/102</u>	:	<u>HEAD OF CLINICAL UNIT REF NO: HCU/PAEDS/02/CMJAH/2020</u> Directorate: Paediatrics and Child Health; NeonatologyDepartment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 728 807 per annum (all-inclusive package) Charlotte Maxeke Johannesburg Academic Hospital An appropriate qualification that allows for registration with the HPCSA as a Specialist paediatrician. A minimum of 3 years registration in neonatology subspecialty. Experience in undergraduate and postgraduate teaching,

		involvement in research and management skills will be of advantage. Knowledge and skills: Assessment, diagnosis and management of patient within the registered field. Understanding of basic Human resource matters including labour relations. Knowledge of legislative prescripts governing public service and child health. Managerial and problem-solving skills.
<u>DUTIES</u>	:	Offer comprehensive, quality care to patients. Administrative functions in neonatology unit and combined neonatal and paediatric ICU. Optimally supervise, instruct and train junior personnel, including Registrars and fellows. Provide Clinical governance and oversight in the unit. Render outreach and support services to other levels of care in the CMJAH cluster. Monitor and develop improvement plans regarding clinical output, new services and cost containment strategies. After hours, duties will be part of the package. Management and patient duties are not restricted to the sub-speciality. Participate in academic activities at undergraduate and postgraduate level as required. Participate in continuing medical education, as required by the Health Professions Council of South Africa
<u>ENQUIRIES</u>	:	Prof. M. Mulaudzi. Tel No: (011) 488 4246
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.
<u>NOTES</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 with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	3 April 2020
<u>POST 11/103</u>	:	<u>HEAD OF CLINICAL UNIT REFS: HCU/BREAST/03/CMJAH/2/2020</u> Directorate: Surgery (Breast Unit)
<u>SALARY</u>	:	R1 728 807.per annum (All-inclusive package)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with HPCSA as a Medical specialist or Sub -specialty in Surgery Transplant Unit A minimum of 3 years appropriate experience as a medical specialist in Breast Unit.
<u>DUTIES</u>	:	Provide and support Clinical services in the institution. Supporting the integration and extension of clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution, further development and modernisation of Breast Unit including strengthening of breast condition in the CMJAH Cluster. Include teaching and supervision of pre- and post- graduate students, participation in research and university committees. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.
<u>ENQUIRIES</u>	:	Prof T.E Luvhengo Tel No: (011) 488 3373
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.
<u>NOTES</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 with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	3 April 2020

- POST 11/104** : **MEDICAL SPECIALIST REF: MEDSPE/02/CMJAH/2020**
Directorate: Paediatric and Child health; Pulmonology
- SALARY** : Grade I: R1 106 040.per annum
Grade II: R1 264 623.per annum
Grade III: R1 467 651. per annum
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
: **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Speciality in a Paediatrics speciality and proof of current registration. No experience required after registration with the HPCSA. Paediatrician or Sub Specialist in Paediatric pulmonology interest, experience in undergraduate teaching will be an added advantage. **Grade II** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatric. Registration with the HPCSA as Medical Speciality in Paediatric pulmonology and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist in Paediatric speciality or Sub Speciality in Paediatric pulmonology, and experience in undergraduate teaching will be an added advantage. **Grade III** qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics speciality. Registration with the HPCSA as Medical Speciality in Paediatrics pulmonology and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist in normal speciality Paediatrician or Sub Speciality in Paediatric pulmonology. Experience in undergraduate teaching and research will be an added advantage.
- DUTIES** : The successful candidate will provide clinical services at the paediatric pulmonology. The candidate will also support critical care services. The candidate will be responsible for teaching and training of under and post graduate student, including supervision of medical interns, medical officer and registrars. The candidate will participate in the departmental cluster outreach programmes and research activities.
- ENQUIRIES APPLICATIONS** : Prof. M. Mulaudzi Tel No: (011) 488 4246
: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), Current HPCSA registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test
- CLOSING DATE** : 3 April 2020
- POST 11/105** : **MEDICAL OFFICER: REF NO: KPTH/MO: OBS&GNY/20**
Directorate: Obstetrics & Gynaecology
- SALARY** : Grade 1: R821 205 – R884 670 per annum (all inclusive)
Grade 2: R938 946 - R1 026 693 per annum (all inclusive)
- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital
: MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. ESMOE and ACLS are recommended.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the obstetrics department. Participation in the department academic program and research activities.
- ENQUIRIES APPLICATIONS** : Prof Snyman, Tel No: (012) 373 1016
: 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.

- 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 (6) 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. 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** : 3 April 2020
- POST 11/106** : **MEDICAL OFFICER: REF NO: KPTH/MO/NEURO/20**
Directorate: Neurosurgery
- SALARY** : Grade 1: R821 205 – R884 670 per annum (all inclusive)
Grade 2: R938 946 - R1 026 693 per annum (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. ATLS or ACLSis recommended.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the neurosurgery department. Participation in neurosurgery academic program and research activities.
- ENQUIRIES** : Dr. LJ Mokwene, Tel No (012) 318 6929
- APPLICATIONS** : 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.
- 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 (6) 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. 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** : 3 April 2020
- POST 11/107** : **MEDICAL OFFICER: REF NO: KPTH/ MO/ ANAESTH/20**
Directorate: Anaesthesiology
- SALARY** : Grade 1: R821 205 – R884 670 per annum (all inclusive)
Grade 2: R938 946 - R1 026 693 per annum (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Diploma in Anaesthesia will be an added advantage. ACLS is recommended. Applicants must have an interest in pursuing a career in Anaesthesiology.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). These will include peri-operative management and care of patient. Successful candidates will also be expected to participate in the department's academic program and in any research activities. If the successful candidate has not yet completed a Diploma in Anaesthesia, she/he expected to complete one within the first year of employment in the department. The candidate will be expected to rotate in the Intensive Care Unit.
- ENQUIRIES** : Dr. M Mbeki, Tel No (012) 373 1053
- APPLICATIONS** : 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.
- 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 (6) 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. 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. NB: Please note that this will be a two (2) year renewable contract subject to performance evaluation by the HOD.
- CLOSING DATE** : 3 April 2020
- POST 11/108** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SDHS 2020/03/03 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R733 257 per annum (All-Inclusive Remuneration Package)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : A recognized 3-year Bachelor Degree/Diploma in Supply Chain Management/Public Management. Three (3) years related supply chain experience at supervisory/management level (ASD) in the supply chain environment. A valid driver's license. Knowledge of all legislation and prescripts governing your work area, including but not limited to the following: Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Act, Broad Based Black Economic Empowerment Act, Supply

Chain Management Framework, Procurement Directives and Procedures, Government Budget Procedures, knowledge of the SAP & SRM system. The selected candidate should have good communication (verbal and written), presentation, and report writing skills. Computer literate. Must be able to function and contribute in a team toward the achievement of the District goals and targets.

DUTIES : Provision of an effective comprehensive Supply Chain Management service in the district. Manage the functional operation of the Acquisition Management Unit. Manage the process of bid evaluation, bid adjudication and bid specification in the District. Perform strategic and annual supply chain demand management planning and ensure that the demand of the end users are met. Monitor and review the demand management activities in line with the demand plan budget. Implement and review effective logistical and disposal management systems. Ensure effective asset management and safekeeping of assets by implementing and maintaining asset management systems, policies. Facilitate monthly reconciliations and reporting. Provision of efficient fleet management and registry services. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and human resource administration. Sign performance contract on annual basis. Participate Employee Value Proposition.

ENQUIRIES : Mr. M. Mantlana Tel No: (016) 950 6005
APPLICANTS : must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.

NOTE : "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months) 3 April 2020

CLOSING DATE : 3 April 2020

POST 11/109 : **DEPUTY DIRECTOR REFS DDL/CMJAH/03/2020**
Directorate: Logistics (Support Services)

SALARY : R733 257 per annum (All Inclusive Package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate recognised three-year National diploma/degree in Social Science/Public Administration/Public Management or equivalent qualification, with at least 10 year's relevant experience in Logistics (Support Services) field of which a minimum of 3 years' experience in the relevant field should be at an Assistant Director level. Hospital relevant experience will be an added advantage. The applicants must have relevant managerial/supervisory experience in Logistics (Support Services). A demonstrated ability to develop, monitor and evaluate Logistics Policies and Procedures. The ability to interpret and analyse Logistics (Support Services) data and extensive computer literacy (MS Office). Experience in developing reports and presenting them to management. Demonstrate experience in managing Support Services and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of Logistics (Support Services), Knowledge of Public Service Act, Public Service Regulations, Labour Relations act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Finance Management Act and other Logistics (Support Services) legislation and prescripts (including PSCBC and other relevant bargaining council resolutions). Competencies Required: Planning and organising, Coordination, Honesty and integrity. Strategic capability and leadership, People management and Empowerment, Programme and Project management, Service Delivery innovation, Problem solving and analysis, Client orientation and customer focus and communication. A valid driver's license.

DUTIES : Manage staff and manage resource within the following units: Cleaning/Porters/Linen Management/Mortuary/Transport/Messengers. Ensure that staff

wear PPE/uniform always. Monitoring Team Performance and Development of staff. Attend to Quality Management issues of the department. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff; liaise with internal and external stakeholders. Enforce disciplinary code and procedure; Management of leave; Ensure Implementation of PMDS for staff. Effective Communication and Writing of Reports.

- ENQUIRIES** : Mr. M. Nyembe Tel No: (011) 488 3748
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 07, No. 17 Jubilee Road, Parktown or apply online at www.gautengonline.gov.za
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 3 April 2020
- POST 11/110** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS 2020/03/04 (X1 POST)**
Directorate: Human Resource Management
- SALARY** : R733 257 per annum (All-Inclusive Remuneration Package)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : A recognized 3-year Bachelor Degree/Diploma in Human Resource Management/Public Management Administration. At least 3 (three) years of this should be at Assistant Director Level (ASD). The successful candidate should have knowledge of all human resource related legislation and prescripts. Knowledge of Persal, Word, Excel and Power Point is essential. Excellent time management, organizing and communication skills. Must have the ability to use own initiative and meet deadlines. Must be able to function and contribution in a team toward the achievement of the District's priorities. A valid driver's license.
- DUTIES** : To manage the allocated human resources budget. Assess, analyse and audit Persal information and reports. Responsible to coordinate and manage workforce planning, recruitment and selection, performance management, employee benefits, employee health and wellness, labour relations and training and development in the District. Administer and manage human resource reports, records and information systems. Sign performance contract on annual basis. Participate Employee Value Proposition.
- ENQUIRIES** : Mr. M. Mantlana Tel No: (016) 950 6005
- APPLICATIONS** : must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.
- NOTE** : "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).
- CLOSING DATE** : 3 April 2020
- POST 11/111** : **AREA MANAGER REF NO: TDHS/A/2020/17 (PNB-4) (1 POST)**
Directorate: Tshwane Sub-District 2, 3 & 4
- SALARY** : R614, 991 - R692, 166 per annum (Plus Benefits)
- CENTRE** : Tshwane Health District Services
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Curative Skills in

Primary Health Care accredited with the SANC is an added advantage. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Computer literacy and report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.

DUTIES : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in maternal & child health, in- and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-Pele principles, Patient Rights Charter Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Become liaison between the District and all other essential stake-holders.

ENQUIRIES : Mr. SR Makua Tel No: (012)451 9121/079 872 6077
APPLICATIONS : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 03 April 2020

POST 11/112 : **ASSISTANT MANAGER NURSING PNB4 (TB/HIV) REF NO: SDHS 2020/03/05 (X1 POST)**
 Directorate: Sedibeng District Health Services
 Re-Advertisement Applicants Who Previously Applied Are Encouraged To Re-Apply.

SALARY : R614 991 per annum (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Basic qualification (i.e. Diploma/Degree) in nursing qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse proof of current registration. A post basic qualification, with duration of at least one-year accreditation with the SANC in Curative Skills in Primary Health Care. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in the specific after obtaining the one year post basic qualification in Primary Health Care, including NIMART competence and experience in the TB programme. A Valid driver's license. Experience: A minimum of 3 (three) years appropriate/recognizable experience at management level. Excellent time management, organizational skills, computer skills, good listening skills, people management skills. Presentation

and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with technical and non-technical personnel at various level in the organization. Must be computer literate. The applicant will be subjected to a practical assessment.

DUTIES : Supervise and monitor the three (3) pillars of 90-90-90 HAST strategy. This includes monitoring of quality TB testing services, availability of drugs, availability of laboratory services, capturing of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and the capturing on EDR.Net. Ensure distribution and implementation of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and TB/HIV protocols and guidelines. Identify gaps in the prevention pillar and develop operational plans. Monitor the programme activities and liaise with the hospitals, Correctional Services and Private hospitals. Liaise and plan with Health Promotion Department, community structures and District supporting partners on community education and awareness activities. Compile and verify monthly, quarterly and annual performance review reports. Work in close collaboration with District supporting partners and HAST M&E Officer to ensure the submission of quality programme data to the next level. Supervise and monitor the implementation and maintenance of programme projects approved by National Department of Health. Perform any other duties as delegated by the Deputy Director: Health Programmes. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal Clinics Realisation. Participate in Employee Value Proposition.

ENQUIRIES APPLICANTS : Ms. D. Ramoloi Tel No: (016) 950 6019
: must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.

NOTE : "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE : 03 April 2020

POST 11/113 : **HOD STUDENT COUNSELING REFS: 005191 (01 POST)**
Directorate: Nursing Education and Training
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R579,696 - R672,018 per annum (plus benefits)
: Bonalesedi Nursing College
: Degree in Nursing Education and Nursing Administration. A Master's Degree or having commenced a Master's Degree will be an added advantage. Registered with the SANC as a General Nurse and Midwife. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 4 years of the period must be appropriate experience as a Professional Nurse and at least 5 years of the period must be experience as a Student Counselling Professional Officer. Experience as a Nurse Educator will be an added advantage. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers' license. Proof of computer literacy certificate: Word, PowerPoint and Excel. Have a track record of transferability of the post applied for.

DUTIES : Management and supervision of the Student Counselling Department E.g. Plan, implement and manage student counselling and support programmes, plan, implement and monitor all Student Counselling activities – counselling of

students, provision of personal, social, academic and administrative guidance; determine and interpret students service needs on an individual and collective basis; advocate for, plan and manage the implementation of strategies to resolve problems where necessary; design, develop a curriculum and implement educational programs for students to improve their learning experience; manage the support services of all students. Assist with the provision of employee wellness service. Manage, supervise, monitor and report on all Student Counselling staff. Facilitate budget needs of the departments.

- ENQUIRIES APPLICATIONS** : Mr. K.T. Baloyi, Tel No: (011) 696 8306/8300
- NOTE** : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za
- NOTE** : Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 03.March 2020
- POST 11/114** : **LECTURER PND 2: QUALITY ASSURANCE REFS: 005192 (01 POST)**
Directorate: Nursing Education and Training
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R471, 333 - R614, 991 per annum (plus benefits)
: Bonalesedi Nursing College
: Degree in Nursing Education and Nursing Administration. PND2: minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Nurse educator. A qualification and/or experience in Quality Assurance will be an added advantage. Registered with the SANC as a General Nurse and Midwife. A code 8 Drivers' License. Proof of Computer literacy certificate (Word, PowerPoint, and Excel).
- DUTIES** : Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.
- ENQUIRIES APPLICATIONS** : Mr. K.T. Baloyi, Tel No: (011) 696 8306/8300
- NOTE** : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za
- NOTE** : Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 03 March 2020
- POST 11/115** : **CHIEF DIAGNOSTIC RADIOGRAPHER GR1 REF NO: EDVH/2020/02**
Directorate: X-Ray
- SALARY CENTRE REQUIREMENTS** : R439 164. per annum (plus benefits)
: Edenvale General Hospital
: Diploma/Degree in Diagnostic Radiography. Proof of registration as an independent practitioner and current annual registration with HPCSA.

		Minimum of 3 years appropriate experience as a production Radiographer. Public service experience will be an added advantage.
<u>DUTIES</u>	:	Knowledge of quality Assurance procedures as per Radiation Control Directorate requirements, Public Service legislation, Policies and procedures. Implement quality assurance programs for quality service delivery. Practice radiation protection to minimize radiation dose to staff, patients and public. Skills on the following area: good patient care, Organizing, Communication, Computer literacy, Conflict Resolutions, interpersonal relation, knowledge of specialized procedures and radiology equipment's and PACS system. Supervision and evaluate of subordinates for efficient and effective service delivery, identify training and skills development needs, monitor proper utilization of equipment, stores and expenditure. To perform management duties and clerical duties when required. Promote Batho pele in execution of all tasks for efficient ethics. Prioritise the implementation of the cost saving measures in accordance with the PFMA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Filda Tel No: (011) 321 6059
	:	to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank
<u>NOTES</u>	:	The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and). ID
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 11/116</u>		<u>ULTRASOUND RADIOGRAPHER REF NO: EDVH/2020/03</u> Directorate: X-Ray
<u>SALARY CENTRE REQUIREMENTS</u>	:	R407 667 per annum (plus benefits)
	:	Edenvale Hospital
	:	A Bachelor degree/diploma in Diagnostic Radiography and B-Tech ultrasound. Current registration with HPCSA as a Sonographer. Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication skills. More than one-year experience as Sonographer will be an added advantage.
<u>DUTIES</u>	:	To perform diagnostic ultrasound images and write reports in accordance with prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake and Facilitate staff and student development Partake in CPD as required by HPCSA. High level of responsibility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Filda Tel No: (011) 321 6059
	:	To be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).
<u>NOTES</u>	:	The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 11/117</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO UPOHC/0003/2020</u> Directorate: Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596. per annum (Plus benefits)
	:	University of Pretoria Oral Health Centre
	:	An appropriate tertiary qualification in Administration (degree or diploma/certificate courses) plus more than 5 years relevant work and supervisory experience or grade 12 or equivalent plus more than 10 years relevant work and supervisory experience. Sound knowledge and experience of Risk Management, BAUD Asset Management and Transport. Knowledge of BAS and interfaces to the other systems. Knowledge of UPFS and Administrative Procedure Manuals pertaining to patient administration. Knowledge of PFMA requirements applicable to Fixed Asset Control. Knowledge of GPG Treasury Regulations applicable to Fixed Asset Control. Computer Literacy. Good interpersonal relations. Good communication skills (written and Verbal). Ability to work under pressure.
<u>DUTIES</u>	:	Manage and co-ordinate all fixed asset administration matters: updating of Fixed Asset Register (BAUD electronic system). Budgeting and planning. Acquisition of Fixed Assets. Safeguarding and maintenance thereof. Fixed

asset disposals. Movement of Fixed Assets. Reconciliation of BAUD with BAS. Asset verifications. Co-ordinate month-end and year procedures. Adherence to all Fixed Asset policies and procedures. Processing of reports. Manage and co-ordinate all processes with regard to GG Transport. Manage Administrative support services: cleaning, transportation of personnel and goods, messenger services, archive. Manage Patient Administration. Manage the application of the UPFS (Uniform Patient Fee Schedule). Adherence to Administrative Procedure Manuals and Directives. Performance Management. Risk Management. Loss and theft control.

ENQUIRIES : Mrs Ina Swart, Tel. No: (012) 301 5705/Prof SL Shangase, Tel No: (012) 319 2327/2225

APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, 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 : 03 April 2020

POST 11/118 : **OCCUPATIONAL THERAPISTS GRD 1 REF NO: EDVH/2020/04**
Directorate: Allied

SALARY : R317 976 per annum per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. None after registration with the HPCSA, in the relevant profession (where applicable) in respect of RSA qualified employees. Knowledge and experience in adult and pediatric orthopedics, surgical and neurological outpatient rehabilitation. Knowledge and experience in group therapy and working in a multi-disciplinary team. Knowledge and experience in early childhood intervention. Knowledge and experience in adult surgical, neurology as well as pediatric inpatient rehabilitation.

DUTIES : Assess and treat hand patients (i.e. splinting, home programmes, follow up). Assess and rehabilitate patients post CVA amputation, TBI. Contribute to resource management. Contribute to training and development. Clinical Service delivery. Be responsible for any relevant duties of OT.

ENQUIRIES : Ms. G Alexander Tel No: (011) 321 6090
APPLICATIONS : to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).

NOTES : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID

CLOSING DATE : 03 April 2020

POST 11/119 : **SOCIAL WORKER GRADE 2: REFNO: EDVH/2020/05**
Directorate: ARV Clinic

SALARY : R316 794 per annum (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS : Degree in Social Work and Registration with the South African Council for Social Service Professions as a Social Worker. Five years and more working as a Social Worker. Must be able to work with multi – disciplinary team. Be able to work as well with Paediatrics and adolescents who are HIV infected and affected, also their families. Understand the National HIV Policies and Guidelines on how to manage the patients. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them

	:	to accomplish tasks, prevent and alleviate distress and use resources effectively.
<u>DUTIES</u>	:	Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. The ability to mentor and coach Social Workers Grade 1, HIV Councillors and Linkage officers. HIV/AIDS Knowledge.
<u>ENQUIRIES</u>	:	Ms. R Aphiri Tel No: (011) 321 6021
<u>APPLICATIONS</u>	:	to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).
<u>NOTES</u>	:	The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 11/120</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 REF NO: 3/3/1/166 (1XPOST)</u> Directorate: Nursing
<u>SALARY</u>	:	R256 905 – R297 825.per annum (OSD) per annum plus benefits
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital
<u>REQUIREMENTS</u>	:	Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC for the current year. Certificate of Medical Male Circumcision (MMC) and 1-year experience in the field of practice. Good communication Skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care processes and procedures, quality assurance infection control and relevant legal frameworks. Good ethical practice and caring attitude.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the Nursing Plan, rendering of quality patient care. Assist in completion of clinical records and that data is entered timeously. Ensure that quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Be a team leader responsible for I Care for you values. Implement standards, practices, criteria and indicators for quality nursing care. Practice nursing care and health care in accordance with the laws and regulations relevant to Nursing and health care. Maintain a constructive working relationship with Nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms. D Ngwenya Tel No: (011) 951 6045
<u>APPLICATIONS</u>	:	Notes: Must be delivered to the following address: HR department, Dr Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application.
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 11/121</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1 REF NO: 3/3/1/167 (1XPOST)</u> Directorate: Nursing
<u>SALARY</u>	:	R256 905 – R297 825 per annum (OSD) per annum plus benefits
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital
<u>REQUIREMENTS</u>	:	Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC for the current year. Certificate of Choice on Termination of Pregnancy (CTOP), and 1-year experience in the field of practice as a CTOP provider. Good communication skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care processes and procedures, quality assurance, infection control and relevant legal frameworks. Good ethical practice and caring attitude.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the Nursing Plan, rendering of quality patient care. Assist in completion of clinical records and

- that data is entered timeously. Ensure that quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Be a team leader responsible for I Care for you values. Implement standards, practices, criteria and indicators. Maintain a constructive working relationship with Nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Ms. D Ngwenya Tel No: (011) 951 6045
- NOTE** : Must be delivered to the following address: HR department, Dr Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.
- CLOSING DATE** : Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application.
03 April 2020
- POST 11/122** : **HUMAN RESOURCE SUPERVISOR REF NO: 3/3/1/168**
Sub Directorate: Human Resource Management
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum plus benefits
: Dr Yusuf Dadoo Hospital
: National Diploma in Human Resource Management with 5 years' experience or Grade 12 with 10 years' experience in Human Resource Administration. In depth knowledge of relevant prescripts and legislation, such as the public service Act. Excellent administrative skills (planning, organizing and coordinating) sound knowledge of Persal and OSD for all categories. Computer literacy. Good interpersonal relationship. conflict resolution skills. Must be in possession of Persal certificate. Driver's license will be an added advantage.
- DUTIES** : Check and administer all functions to service benefits, conditions of which includes (termination of service, budgeting, overtime authorisations, housing allowances, remunerative work outside public service, reconstructing of packages, all types of leave(Pillir), injury on duty, long service awards and resettlements, etc. monitoring staff establishments and the filling of posts. Prepare schedule for post filling plan. Administration/Auditing of the staff establishment. Responsible for job evaluations to the HR Clerks. Plan own work and help subordinates plan their work. Exchange more detailed information regarding procedures/processes. Train and develop subordinates, supervisors and managers concerning PMDS. Maintaining of records, policies etc. Ability to work under pressure and any other duties determined by management or Central Office.
- ENQUIRIES APPLICATIONS** : Ms. SA Baultwane Tel No: (011) 951 6160
- NOTE** : must be delivered to Dr Yusuf Dadoo Hospital road, Krugersdorp or posted to Private bag X2006, Krugersdorp, 1740.
- CLOSING DATE** : Please attach to your application Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Applicants who had applied previously are welcome to re-apply again. People with disability are encouraged to apply. The incumbent will be subject to a pre-screening process.
03 April 2020
- POST 11/123** : **SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/03/06 (X2 POSTS)**
Re-Advertisement Applicants Who Previously Applied Are Encouraged To Re-Apply
Directorate: Rehabilitation
- SALARY CENTRE REQUIREMENTS** : R257 592 – R298 614 per annum (plus benefits)
: Emfuleni Sub-District
: Grade 12 Certificate. The candidate is required to have Bachelor's Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African Council for Social Services. Computer literacy. A valid driver's license.
- DUTIES** : Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups families and communities through relevant programs. Conduct psycho social assessment and apply relevant intervention. Implement

the recommended interventions by providing continuous support, counselling guidance and advice to the affected individual. Families and communities. Attend staff meeting, social work forums quality assurance meeting. Complete monthly statistics, reporting writing and other administrative task for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plan for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patient Rights. Take instruction as directed by the supervisor. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District. Participate in Employee Value Proposition.

**ENQUIRIES
APPLICANTS**

: Ms. E.M. Ngale Tel No: (016) 950 6174
 : must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911

**FOR ATTENTION
NOTE**

: Recruitment and Selection.
 : The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE

: 04 April 2020

POST 11/124

: **SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/03/07 (X1 POST)**
 Re-Advertisement applicants who previously applied are encouraged to re-apply.
 Directorate: Rehabilitation

**SALARY
CENTRE
REQUIREMENTS**

: R257 592 – R298 614 per annum (plus benefits)
 : Midvaal Sub-District
 : Grade 12 Certificate. The candidate is required to have Bachelor's Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African Council for Social Services. Computer literacy. A valid driver's license.

DUTIES

: Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, group's families and communities through relevant programs. Conduct psycho social assessment and apply relevant intervention. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individual. Families and communities. Attend staff meeting, social work forums quality assurance meeting. Complete monthly statistics, reporting writing and other administrative task for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plan for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patient Rights. Take instruction as directed by the supervisor. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District. Participate in Employee Value Proposition.

**ENQUIRIES
APPLICANTS**

: Ms. E.M. Ngale Tel No: (016) 950 6174
 : must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911

FOR ATTENTION

: Recruitment and Selection.

- NOTE** : The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote of representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months). 4 April 2020
- CLOSING DATE** : 4 April 2020
- POST 11/125** : **QUALITY ASSURANCE CO-ORDINATOR REF NO: TRH 02/2020**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 – R297 825 per annum
Grade 2: R315 963 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum
- CENTRE REQUIREMENTS** : Tshwane Rehabilitation Hospital
Any relevant qualification as a Health Professional and current registration with the relevant statutory Health Council as a Health Professional. A minimum of 4 years appropriate experience post Community Service. Experience in Quality Assurance and knowledge of current Health and Quality Assurance prescripts and standards in the Public Sector. Strong writing, communication and verbal skills. Excellent interpersonal skills and ability to coordinate the interdisciplinary team.
- DUTIES** : Ensure that the hospital adheres to various Quality Assurance Policies and guidelines. Develop and implement various Standard Operating Procedures and monitor and evaluate progress on a continuous basis. Coordinate Quality assurance activities and lead the Quality Assurance committee and sub committees. Lead, manage and coordinate all quality activities in the institution. Ensure quality care is maintained by performing inspections, audits, surveys and develop Quality improvement plan. Give feedback, develop and administer education processes formulating quality improvements programmes for the institution. Train employees on various Quality Assurance activities.
- ENQUIRIES APPLICATIONS** : Ms FK Mokgokong, Tel. No: (012) 354 6745
must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- CLOSING DATE** : 03 April 2020
- POST 11/126** : **DATA CLERK REF NO: TDHS/A/2020/19**
Directorate: HIV/AIDS/STI&TB (HAST)
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Tshwane District Health Services
Minimum qualification Grade 12 with one year experience in high volume data capturing on TIER. Net and DHIS. Advance computer skills (word, excel, power-point and email programmes), knowledge of HIV/AIDS/STI&TB programme. Knowledge of Department of Health data management systems. Good communications skills. Good interpersonal skills. Must be able to function under pressure.
- DUTIES** : Responsible for proper patient records management. Capture data on TIER.net and DHIS. Liaise and support the facility manager and staff members on data management and use. Ensure that all facility data is visualized. Conduct data verification and validation. Compile and forward monthly statistics to the next reporting level. Adhere to reporting lines according to relevant dates as informed by policies and guidelines. Maintain utmost confidentiality. Function as part of a multidisciplinary team. Ensure availability of health programmes stationary. Attend meetings and trainings related to data management.
- ENQUIRIES APPLICATIONS** : Ms. Tsholofelo Nkhodi on Tel No: (012) 451 9022/9040
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.NB: Skill test will be conducted for all shortlisted candidates.

CLOSING DATE : 03 April 2020

POST 11/127 : **LIBRARIAN REF.NO: 3/4/2/1/6**
Directorate: Nursing Education and Training

SALARY CENTRE REQUIREMENTS : R173 703 – R204 612 per annum (Level 5) (plus benefits)
Ann Latsky Nursing College

REQUIREMENTS : Applicants must be in possession of a Senior Certificate (Grade 12), and a Degree/ National Diploma in Library and Information Science or equivalent qualification. Biology as a subject will be an added advantage. Computer literate in Microsoft Office. Excellent communication and customer relation skills. Valid driver's license. Ability to perform under pressure.

DUTIES : The successful incumbent will be responsible but not limited to the following:
Provide effective library services and support to users and library clients. Responsible for library orientation to new staff members and students. Assist in registering library users and handle the issue desk. Assist in shelving library materials. Performing administration functions e.g. statistics, overdue letters, photocopies. Responsible for information and research support e.g. Literature review, plagiarism, referencing technique. Assist in stocktaking of library material. Cataloguing and indexing according to International standards acquisitions and collection development. Candidate might be required to occasionally work on Saturdays and after hours during the week.

ENQUIRIES : For further information regarding the post, please contact: Ms. A. van as at. Tel No: (011) 644-8917

APPLICATIONS : Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006.

NOTE : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) 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. If you do not hear from us within three months' time from the date of closure please consider your application as unsuccessful.

CLOSING DATE : 3 April 2020

POST 11/128 : **ENROLLED NURSE REF NO: TRH 01/2020**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : Grade 1: R171 381 - R192 879 per annum (plus benefits)
Tshwane Rehabilitation Hospital

REQUIREMENTS : Certification as an Enrolled Nurse. Current enrolment with the South African Nursing Council. Sufficient experience as an Enrolled Nurse. Experience in rehabilitation for physically disabled patients will be an added advantage. Willing to work day, night and holidays and rotate in the institution.

DUTIES : Provide quality patient care under the supervision of a Professional Nurse. Administer medications, Maintain hygiene of patients. Provide nutrition. Assist with mobility. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist Professional Nurses with clinical procedure. Preparation of patients for diagnostic and surgical procedures. Give health education to patients and families at all times. Order stock and equipment and condemn any unused/redundant asserts in a cost effective manner. Report loss or damage immediately.

ENQUIRIES APPLICATIONS : Ms MM Rakwena, Tel. No: (012) 354 6135
Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that

specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply

CLOSING DATE

: 03 April 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE
NOTE

: 10 April 2020. No late applications will be considered.
: Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za/professionaljobcentre.gpg.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or emailed applications will be accepted. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. Term of Office- The term of office will be three (3) years subject to renewal at the discretion of the Department.

OTHER POSTS

POST 11/129

: **CHAIRPERSON-RISK MANAGEMENT COMMITTEE REF NO: REFS/005118**

SALARY
CENTRE
REQUIREMENTS

: R8 634. per annum sitting (includes preparation and the meeting)
: Office of the Head of Department- Human Settlement
: CA/MBA/Certified Risk Management Professional and any relevant degree (Risk Management, Auditing and Financial Management). In addition the following skills experience and attributes would be an added advantage- Integrity, independence, dedication, understanding of public sector business and controls. Knowledge- A good understanding of the Risk Management (strategy and architecture, policy and procedures, risk culture and appetite, Risk performance and reporting) and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public-Sector Risk Management Framework. Candidates should be exposed in the risk management environment for more than 10 years. Exposure in serving in the oversight committee will be an advantage.

DUTIES

: The candidate will chair the Department's Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk

management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees (audit Committee). Implementation of risk maturity model. Ensure Combine assurance – Internal Audit, Risk Management and other assurance providers. Risk Management principles and practice, organizational environment, external business environment

ENQUIRIES : Ms. Zanele Makhubo Tel No: (071) 603 2537
APPLICATIONS : Please apply online at
www.gautengonline.gov.za/professionaljobcentre.gpg.gov.za

POST 11/130 : **DEPUTY DIRECTOR: PROJECT QUALITY ASSURANCE REF NO: REFS/005193 (2X POSTS)**

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree/National Diploma/NQF Level 6 qualification in the Built Environment. Proven 4 - 5 years relevant functional experience in construction quality assurance and construction technical support. A postgraduate qualification in the built environment and training in management development courses will be an added advantage. Knowledge: Human Settlements policies and procedures, Planning, Organising and Administration procedures, Batho Pele principles, Project stakeholder relations management, NHBRC and NBR frameworks. Skills: Coordination and consolidation of reports from multiple teams, reporting, interpersonal relationship, Communication (both verbal and written), computer literacy, Problem solving Strategies as a Manager in the Public Service. Organising, Decision making, Analytical, Project Management and Team leadership. Competencies: Middle Management skills, Leadership skills, Human resource management, writing skills, results/quality management, innovation/continuous improvement, emotional intelligence, project management environment and/or support, reporting and coordination of multifunctional teams in the infrastructure and built environment.

DUTIES : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: To manage inspectors as they inspect and report on the quality of workmanship and material on behalf of Project Managers by assessing reports and undertaking random visits and ensuring that efficient administration practice is taking place in processing inspection requests and final inspection reports for payment. To attend site meetings to resolve technical issues and non-compliance on building sites. To coordinate and monitor the construction of show house together with all role players (Enginner, Professional Regional Teams (PRT), Contractor, Municipality & NHBRC) benchmarking quality standards for the entire project. To examine projects Architectural & Engineering drawings and specifications for compliance to ensure design and site risk are minimized and ensure that all projects are enrolled with NHBRC before construction starts. To conduct alternative building technology (ABT) technical assessments based on building regulations & CSIR Agreement stipulations. To manage/gather technical information relevant for inspection from Project Managers and file them to be accessed by project inspectors. Visits to housing construction sites and Interpretation of Engineer & Architectural Drawings, Building Regulation, By-Laws & NHBRC Building Manual & the Departmental Norms & Standards. Interpretation of Geotechnical, Engineering & Architectural information for compliance to NHBRC technical requirements.

ENQUIRIES : Mr. Raymond Jonas Tel No: (083) 608 1168
APPLICATIONS : Please apply online at www.gautengonline.gov.za/
professionaljobcentre.gpg.gov.za

OFFICE OF THE PREMEIR

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown,

Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE
NOTE

: 3 April 2020
: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 11/131

: **CHIEF DIRECTOR: PUBLIC RELATIONS REF NO: 005190**
Branch: Provincial Communication Services

SALARY
CENTRE
REQUIREMENTS

: R1 251 183 – R1 495 956 per annum (All-inclusive remuneration package)
: Johannesburg
: NQF 7 qualification in Communications. 5-10 years' experience on SMS level. People management, coordination skills, problem solving skills, communication skills, leadership skills. Financial management, Programme and project management, change management, strategic capability and service delivery innovation.

DUTIES

: To manage and oversee the promotion and facilitation of communication between the Provincial Government and the Public. Formulate and direct implementation of a Government Communication strategy and programme; develop. Implement and coordinate public development communication initiatives and campaigns to promote public mobilisation. Coordinate the Government Communications system; provide support and advice to all GPG departments on Communication matters. Liaise with Government Communicators in the Province to ensure a common approach to Government communication. Build and maintain good working relations between Government and the media; formulate appropriate strategies for Government's effective use of digital media platforms (including social media). Lead the Provincial Government's content hub – and ensure that key messages are written regularly and that tailored content is produced for use across all media platforms.

ENQUIRES

: Ms Phelisa Khuzwayo, Tel No: (011) 355 6730

SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg
- FOR ATTENTION** : Mr O Mkhabela, Tel No: (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 03 April 2020
- 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.

OTHER POST

- POST 11/132** : **ASSISTANT DIRECTOR: NPO FUNDING REF NO: SD/2020/03/01**
(2 Years Contract)
- SALARY** : R376 596 per annum (plus 37% in Lieu of Benefits per annum)
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : Three-year National Diploma/Bachelor's Degree in Financial Management or Cost and Management Accounting with 3-4 years' experience in the field of Finance and with supervisory experience. A valid driver's license. Knowledge and understanding of PFMA, Policy on Financial rewards, Legislative framework works regulating NPO funding in the Public Services. Knowledge of departmental policy framework Skills: Good Financial Management, Report writing, planning and organizing skills.
- DUTIES** : Facilitate adjudication and NPO budget approval processes. Create and approve service contracts and verify newly created service contract for NPOs. Monitor expenditure and financial analysis on quarterly basis for tranche payments processed by the Regions and report on subsidy payments. Capacity building in the emerging NPOs. Manage staff development, training, leave plan, performance, workload and monthly reports.
- ENQUIRIES** : Mr O Mkhabela Tel No: (011) 355 7937

SOUTH AFRICAN POLICE SERVICE (GAUTENG)



- APPLICATION** : forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Application forms must be hand-delivered/couriered to Arthur Block Park, 7 Dolphin Street, Mayfair
- CLOSING DATE** : 3 April 2020.
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Minimum grade 10 qualification and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address

of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be hand delivered or couriered (door-to-door) timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. We welcome applications from persons with disability.

OTHER POST

POST 11/133

GENERAL WORKER

SALARY CENTRE

- : R102 534 per annum (level 2)
- : Actonville Ref No: GP 38/3/2020
- : Atteridgeville GP 39/3/2020
- : Bekkersdal Ref No: GP 40/3/2020
- : Benoni Ref No: GP 41/3/2020
- : Boksburg Ref No: GP 42/3/2020
- : Brakpan Ref No: GP 43/3/2020 (2 POSTS)
- : Diepkloof Ref No: GP 44/3/2020
- : Douglasdale Ref No: GP 45/3/2020 (2 POSTS)
- : Germiston Ref No: GP 46/3/2020 (2 POSTS)
- : Hammanskraal Ref No: GP 47/3/2020
- : Katlehong Ref No: GP 48/3/2020 (2 POSTS)
- : Kempton Park Ref No: GP 49/3/2020 (2 POSTS)
- : Khutsong Ref No: GP 50/3/2020
- : Kliprivier G Ref No: P 51/3/2020
- : Lyttelton Ref No: GP 52/3/2020 (2 POSTS)
- : Midrand Ref No: GP 53/3/2020 (2 POSTS)
- : Nigel Ref No: GP 54/3/2020
- : Norwood Ref No: GP 55/3/2020 (2 POSTS)
- : Randburg Ref No: GP 56/3/2020 (2 POSTS)
- : Sebokeng Ref No: GP 57/3/2020 (2 POSTS)
- : Temba Ref No: GP 58/3/2020 (4 POSTS)
- : Tokoza Ref No: GP 59/3/2020
- : Villieria Ref No: GP 60/3/2020
- : Westonaria Ref No: GP 61/3/2020 (3 POSTS)
- : Wierdabrug Ref No: GP 62/3/2020
- : Wonderboompoort Ref No: GP 63/3/2020
- : Pretoria West VCIU Ref No: GP 64/3/2020
- : Protea Glen VCIU Ref No: GP 65/3/2020
- : Pretoria West VSS Ref No: GP 66/3/2020
- : Protea Glen Flying Squad Ref No: GP 67/3/2020
- : Benoni Flying Squad Ref No: GP 68/3/2020
- : Silverton Accident Combatting Ref No: GP 69/3/2020
- : Brixton Accident Combatting Ref No: GP 70/3/2020
- : Krugersdorp POP Ref No: GP 71/3/2020
- : Vereeniging POP Ref No: GP 72/3/2020
- : Benoni HRDC Ref No: GP 73/3/2020
- : Springs HRDC Ref No: GP 74/3/2020 (2 POSTS)
- : Krugersdorp HRDC Ref No: GP 75/3/2020 (2 POSTS)
- : Aeroton Crime Detection Ref No: GP 76/3/2020

REQUIREMENTS

- : Applicants must display competency in the post-specific functions of the post;
- : Be a South African Citizen A Grade 10 qualification will serve as an advantage.
- : Basic literacy, numeracy and communication skills. Be able to read and write.
- : Willing to work extended hours when necessary. Fluency in at least two official

languages, of which one must be English. Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours.

- DUTIES** : Core Functions: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.
- ENQUIRIES** : Lt Col Henning Tel No: (011) 274-7913

TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

- CLOSING DATE** : 03 April 2020

- 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than six (6) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 11/134** : **PRACTITIONER: SUPPLIER MANAGEMENT**
Directorate: Provincial Supply Chain Management
Re-Advertisement: Applicants that previously applied are encouraged to re-apply

- SALARY** : R257 508 per annum, (plus benefits)

- CENTRE** : Johannesburg

- REQUIREMENTS** : A 3-year tertiary qualification National Diploma in Public Management, Public Administration, Business Administration, Economic Management and Accounting. 1 – 2 years' experience in Supplier management and preferably Supplier verification and registration. Minimum of 1-year data capture experience. Customer service experience. Computer literate (MS office essential). Previous knowledge of BAS/SAP. At least 1-year Supply Chain

experience. Experience and understanding of South African marketplace and SME sector.

DUTIES

: Maintain a Supplier Helpdesk by assisting suppliers to register on the CSD, Receiving Entity Maintenance Forms and Tax Clearances Certificates (Registration of Suppliers and Individual) Handling all email, telephone and walk-in queries pertaining CSD, Entity Maintenance, Banking and Webcycle queries. Creating supplier profiles on the Central GPG supplier data base using CSD verified suppliers, bank verification, training departmental officials on CSD. Close EBT's and Web cycles timeously. Internal up-to-date reporting and recording keeping. Recording of entity individual forms on progress monitoring spreadsheet and stats.

ENQUIRIES

: Ms. Linda Ninzi Tel No: (011) 227-9000