

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS : **Check Enquiries on the Advert Head Office [Ho]** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries
District Johannesburg East (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109,
District Johannesburg North (JN): Physical Address: Corner Biccard & orrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378,
District Sedibeng West (SW): Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193,
District Tshwane West (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451
CLOSING DATE : 19 March 2021
NOTE :

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

ERRATUM: Please note that the following posts below which were advertised in DPSA Circular 05 of 2021 are withdrawn. Senior Personnel Practitioners: THRS Sub-directorate at Johannesburg North District Ref No: JN2021/02/56, Tshwane West District Ref No: TW2021/02/57, Ekurhuleni South District Ref No: ES2021/02/58, Sedibeng West District Ref No: SW2021/02/59, Sedibeng East District Ref No: SE2021/02/60 and Johannesburg East Ref No JE2021/02/77. The post of Senior Admin Officer in the Assets Management Directorate Ref No: HO2021/02/20, the centre should have been Pretoria (Head Office). The post of HR Practitioner (OHS) Employee Health and Wellness Management in the Performance Management and Development Directorate Ref No HO2021/02/67 should have been advertised as (X4 Posts) and the post of Chief Personnel Officer: Policy and Procedure on Incapacity Leave for ILL Health Retirement (PILIR) in the Transversal Human Resource Services Directorate Ref No: HO2021/02/18, the requirements should read as minimum of 2-3 years relevant experience in the HR working environment at a supervisory level.

OTHER POSTS

POST 08/174 : **ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: HO2021/03/01**
 Directorate: Performance Management and Development

SALARY : R376 596 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree in Human Resource Management/ Human Resource Development/ Public Administration plus a

minimum of 3-5 years in the Human Resource environment dealing with Performance Management and Development Matters. Knowledge of Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. PERSAL / Public procurement procedures and financial related policies. Performance Management and Development policies and prescripts. SMS Handbook/ chapter 4. Skills Development Act. Good Communication Skills. Customer Services. Computer Literacy (MS WORD/ PowerPoint and EXCEL). Conflict and Problem Solving. Ability to work independently. A valid driver's license is essential.

DUTIES : Ensure the submission of departmental employees Performance Agreements/ Reviews/ Assessments. Confirm receipt probationary reports to determine first time applicants on the system. Capturing/ processing of Performance Agreements/ Reviews/ Assessments on PERSAL. Receive PMDS documents and ensure correct documents are submitted for compliance. Compile business units pre- and post-moderation performance scores for the moderation committee. Ensure correct implementation/ capturing of PMDS outcomes on PERSAL. Administer the provision of Annual Incentives and Pay Progression on PERSAL. Compile quarterly and annual statistical reports on the implementation of PMDS. Coordinate the submission of PERSAL Reports to the Office of the Premier and DPSA. Compile PMDS (pay progression/ annual incentives) reports. Participate in the development of the Departments Performance Management and Development Systems Policies, Procedures and Guidelines. Conduct workshops as part of PMDS training and implementation, interpreting and explaining the PMDS policies and procedures to the Departmental personnel. Provide advice in dispute/conflict resolution matters pertaining to labour disputes. Ensure Maintenance of Performance Management and Development Systems database/ records. Ensure the storage of PMDS reports and statistics. Ensure maintenance of PMDS electronic and manual records on PERSAL. Provide secretarial and administrative support for meetings and workshops.

ENQUIRIES : Ms Motshedisi Ramohloki Tel No: (011) 843 6656

POST 08/175 : **ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTIONS REF NO: SW2021/03/02**
Sub- Directorate: Finance and Administration

SALARY : R376 596 per annum
CENTRE : Sedibeng West
REQUIREMENTS : An appropriate 3 year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting plus a minimum of 3-5 years relevant working experience. Applicant must be 3 years on supervisory level in the financial management environment. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

DUTIES : Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the

breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

ENQUIRIES : Ms Bertha Mlotshwa Tel No: (016) 594 9207

POST 08/176 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: HO2021/03/03 (X2 POSTS)**
Directorate: Education Research and Knowledge Management

SALARY : R376 596 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3 year National Diploma/Degree qualification in Information and or Knowledge Management/ Library and information science/Computer Science/Business Information Systems plus 3-5 years relevant experience in Information Science/Information Management/Knowledge Management. Knowledge of Public Service Act and Regulations. Understanding and Knowledge of the National Archives Act No.43 of 1996, Minimum Information Security Standards (MISS), Electronic Communication Act, Promotion of Access to Information Act, Legal Deposit Act, Copyright Act, Public Finance Management Act (PFMA) Good understanding of knowledge management platforms such as Communities of Practices (CoP's) and Portals. They must have excellent computer skills (e.g. Excel, Word and PowerPoint) with database and portal management, a good working knowledge of and experience in electronic content (records) management systems, preferably MS SharePoint, excellent communications skills (both written and verbal), good interpersonal relations skills, planning, organizing and research skills. A driver's license is essential.

DUTIES : Facilitate knowledge management within GDE. Identify, record, and upload the identified new knowledge. Share and disseminate knowledge. Identify target group and trending issues from the summaries of the report. Identify awareness platform. Coordinate external awards. Disseminate nomination forms to the relevant units. Conduct best practices interviews. Maintain Experts directory database. Identify internal and external education experts. Capture the information in the expert's database.

ENQUIRIES : Ms Faith Tshabalala Tel No: (011) 355 0488

POST 08/177 : **CHIEF PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND COMPENSATION REF NO: HO2021/03/04**
Directorate: HRTS
Re-advertisement and applicants who previously applied for the post are encouraged to re-apply.

SALARY : R316 791 per annum
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Human Resource Management/ Public Administration plus a minimum of 2-3 years relevant experience in Establishment Administration. Knowledge of PERSAL, Knowledge of CORE, Good knowledge of Establishment Control, Public Service Regulations, Collective Agreement, and all relevant legislation, policies and Procedures within

		Human Resource in the public sector. Good Interpersonal skills and communications skills (Verbal and Written). Administrative, Analytical and organisational skills, Supervisory Skills and computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license will be an added as an advantage.
<u>DUTIES</u>	:	To effectively implement and administer organisation and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects and other establishment administration related functions. Implement all departmental Transversal HR Policies, strategies and procedures to ensure adherence by the Departmental Personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, manage and assess the performance of subordinates.
<u>ENQUIRIES</u>	:	Ms Grace Majola Tel. No: (011) 843 6823
<u>POST 08/178</u>	:	<u>SYSTEM DEVELOPER REF NO: HO2021/03/05 (X4 POSTS)</u> Directorate: IT Systems and Support Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree in Computer Science / Information Systems/ ICT plus 2 years in Systems Development field. A Certificate in Microsoft Systems Development will be advantageous. Experience in application software development. Knowledge/ certification in Microsoft Azure development platform will be added as advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an added advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Knowledge of Systems Development, Various Development Platforms, Project Management, Application Support, Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies. Systems Support. Strong IT Technical Skills. Ability to detect and resolve users queries on time. be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate.
<u>DUTIES</u>	:	Design and Administration of IT Application Systems. Develop, modify (Configure) existing/ new Application Solutions as specified by the Information Systems. Encoding of system applications by converting work-flow information into computer language. Develop/ design Business Intelligence dashboards. Perform system audits. Testing of Integrated Application Systems Codes for possible updates/ improvements. Maintenance and Support of IT Application Systems. Integration of different platforms in Application Systems development. Train super users (end users) as administrators of newly developed systems. Respond to help-desk queries by providing technical support for existing applications. Perform system back-ups, system recovery and upgrades. Continuous modifications/ enhancements of complex applications. Recording of maintenance and modification of existing Application Systems. Systems Development Projects. Provide technical advice to improve current existing and new Business Requirements. Analysis and recording of project Business Requirements (System Specifications) as per sequence. Update of Central Information Management System (CIMS) Database. Progress Reporting. Compile daily/ weekly reports on modified (configured) Application Systems, tested Integrated Application Systems Codes, system back-ups and Application System recovery and upgrades.
<u>ENQUIRIES</u>	:	Ms. Eva Motshwaedi Tel No: (011) 843 6724

POST 08/179 : **INFORMATION TECHNOLOGY SYSTEM TESTER REF NO: HO2021/03/06 (X2 POSTS)**
Directorate: IT Systems and Support Services

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Computer Science / Information Systems/ ICT plus minimum 1 year experience in Automation/ Simulation testing environment or 3 years' experience in application software development. A Certificate in Microsoft Systems Development and Knowledge/ certification in Microsoft Azure development platform will be added as advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Knowledge of Information Systems Testing and automation. Various Development Platforms. Project Management. Application Support. Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies. Systems Support. Strong IT Technical Skills. Ability to detect and resolve users queries on time. able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate, e.g. SA SAMS.

DUTIES : Compilation of Information Systems test cases. Develop test cases for business unit's applications and existing Business Process Models. Regularly update changes on all test cases according to the business requirements specifications. Develop test data to be used in software development life cycle. Perform Information Technology Systems functional tests. Conduct information systems functional use test. Perform negative testing on information systems to detect any deviations in its functionality. Regularly conduct regression tests on all the departments' information systems. Develop a quality assurance document (defect tracking system) that detects inefficiencies for non-testable software. Communicate test results to the System Developers. Compilation and maintenance of Information Technology Systems reports. Identify and fix bugs in the current/ existing Information Systems applications. Develop a Request for Change (RFC) document to be incorporated in the existing business process. Change RFC to change requirements. Re-test the functionality of the application system after bug fixing. Compile test and maintenance reports, that details functionality and regression of information systems for record keeping. Monitor the implementation of the modifications in the existing/ current system. Conduct user-acceptance testing. Develop and document user-acceptance testing standards and guidelines that will meet customer requirements. Identify a sample of users to form a test group. Facilitate the training of system users by conducting workshops as part of implementation.

ENQUIRIES : Ms. Phindile Ngobeni Tel No: (011) 843 6740

POST 08/180 : **APPLICATION ANALYST TECHNICIANS REF NO: HO2021/03/07 (X2 POSTS)**
Directorate: IT Systems and Support Services

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Computer Science / Information Systems/ ICT plus minimum of 2 years' experience as a system analyst. A professional certificate in System Analysis /Software Quality Assurance and Knowledge/ certification in Microsoft Azure development platform will be added as advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures,

XML, JSON and Knowledge working with Web API experience like Google Maps API is an added advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC). Ability to interpret the User Requirements Specification (URS). Knowledge of Systems Development, Various Development Platforms. Project Management. Application Support. Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies. Systems Support. Strong IT Technical Skills. Ability to detect and resolve users queries on time. Able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate.

DUTIES

: Conduct business requirement analysis. Identify user specifications and requirements of business units and existing Business Process Models. Analyse tasks and activities to be performed by stakeholders. Assist with construction of development plan. Compile a monitoring and evaluation reporting tool for each business unit requirement activities. Analyse systems specifications for Request for Change (RFC) and translate into task specifications for developers. Identify sample of users to test on (RFC) Request for Change on whether it yields desired results. Perform maintenance of all developed and existing data requirements for each of the systems. Perform functional Testing on developed application based on BRS Compile user acceptance reports through a feasibility study. Maintenance of Information Systems business requirements. Conduct site visits on the collection and maintenance of data and gathering of inputs from users. Perform maintenance of all developed and existing data requirements for each of the systems.. Identifying gaps (gap analysis) within the Business Process Model based on the site visit. Regularly maintain information database and repository. Coordinate the implementation of operational processes solutions to be applied in the business environment. Liaise with relevant stakeholders on review and evaluation of designed and modified systems to meet the user's business needs. Facilitate workshops with the subject matter experts and other stakeholders to define and capture business process information in line with the specified requirements. Manage the provision of user and system support for information requests and deliver solutions in line with the demand management escalation process. Information System Management Policies/ Procedures and Guidelines. Provide inputs in the development of information systems governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines. Conduct workshops as part of implementation. Supervision of Staff. Allocate duties to subordinates/ project teams. Manage staff leave. Ensure that staff are assessed in line the Performance Management and Development System. Identify Training Needs for development of staff and stay up-to-date with It latest trends and processes to automate and modernize systems.

ENQUIRIES

: Ms. Phindile Ngobeni Tel No: (011) 843 6740.

POST 08/181

: **IT SECURITY SUPPORT TECHNICIAN REF NO: HO2021/03/08**
Directorate: IT Support Services

SALARY
CENTRE
REQUIREMENTS

: R316 791 per annum
: Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma/ Degree in Information Technology. /Information Systems/ Computer Science plus a minimum of 2 years in technical support experience. A+, N+, Security+ or any IT Security related certification, ITIL. Windows7, 8, 10, XP, 2000, LAN/WAN support will be as an added advantage. Endpoint management. Strong IT Skills, Ability to detect and resolve users queries on time. To be able to work independently as well as teamwork. Telephone etiquette, good customer relation management. Call management. Good problem-solving skills. Good understanding of government system e.g. BAS, PERSAL and SAP. Good verbal and written communication skills. Technical assistant and advice to users. Teamwork skills. Communication skills.IT Skills Good verbal and writing communications skills. Customer relation Teamwork. Valid driver's license is essential.

DUTIES

: Ensure all workstations are up to date with latest security definitions. Monitoring of security risks and escalating to the relevant personnel to implement the reduction options. Ensure that all distribution points are updating and fully functional. Deploy software updates and security patches. Managing of GDE enterprise software and

verification. Daily/Weekly security status reports monitoring, tracking, analysis and reporting of logged calls. Conduct Risk assessments and awareness sessions to GDE computer users.

ENQUIRIES : Ms. Eva Motshwaedi Tel No: (011) 843 6724

POST 08/182 : **SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION REF NO: JE2021/02/09**
Sub- Directorate: Education Support

SALARY : R316 791 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree in Public Administration /Public Management/Office Management/ Office Administration/Administrative Management plus a minimum of 2 - 3 years' experience in providing administration / office support in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver's license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

DUTIES Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling od documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

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

POST 08/183 : **SENIOR ADMIN OFFICER, REF NO: HO2021/03/10**
Chief Directorate: Risk Management

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word, MS Access and MS Office. Ability to work under pressure. Conflict management and Project Management skills are necessary. Sound verbal and written communication skills required. Self- disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

DUTIES To assist with facilitation of key administrative functions within the Office of the HOD. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the Office of the HOD in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Perform other duties assigned or delegated by immediate supervisor.

ENQUIRIES : Mr Makubetse Sekonyane Tel No: (011) 355 1058

<u>POST 08/184</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HRD (X5 POSTS)</u> Sub-Directorate: THRS Section: PMDS
<u>SALARY CENTRE</u>	:	R316 791 per annum Johannesburg North District Ref No: JN2021/03/18 Tshwane West District Ref No: TW2021/03/19 (X2 Posts) Johannesburg East District Ref No: JE2021/03/23 (X2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree in Human Resource Management/ Human Resource Development plus a minimum of 2-3 years' experience in the office staff Training and Development working environment. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act). Knowledge and understanding of Human Resource Management Practices and Procedures. Skills Development. Public Finance Management Act. Good communication skill, computer literacy, project management, interpersonal, problem solving, presentation and analytical skills. Financial management, planning and organizing, people management, facilitation, report writing and minutes taking skills. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Co-ordinate and Implement Training and Development of all office based and public school staff members. Coordinate training for staff in line with skills development plan by working together with District Skills Development Coordinating Team in addressing staff training needs. Consolidate costing of identified training programmes against allocated training budget. Monitor and evaluate the impact of training provided by obtaining feedback from delegates and their immediate supervisors. Coordinate Learnership and Internship programmes. Facilitate the implementation of Learnership and Internship, experiential learning and Work Integrated Learning (WIL) programmes aimed at assisting unemployed youth to gain workplace experience. Facilitate the orientation and induction programmes for new Learners and Interns. Facilitate exit strategy of internship learners. Coordinate the GDE Bursary Programmes in the District. Monitor and report on compliance of GDE bursary policy. Provide administrative support services for the Business Unit. Draft memos inviting/ requesting participants to attend training. Coordinate CIP projects for newly appointment employees. Coordinate and implement staff Induction. Coordinate internal staff induction and orientation programmes. Coordinate and facilitate Compulsory Induction Programme.
<u>ENQUIRIES</u>	:	Ms N Mashazi Tel No: (011) 694 9321 (JN) Ms P Ravele Tel No: (012) 725 1451 (TW) Ms Elizabeth Moloko Tel No: (011) 666 9109 (JE)
<u>POST 08/185</u>	:	<u>SENIOR ADMIN OFFICER: BURSARY MANAGEMENT REF NO: HO2021/03/11</u> Directorate: Talent Management
<u>SALARY CENTRE</u>	:	R316 791 per annum Head Office, GCRA
<u>REQUIREMENTS</u>	:	An appropriate recognized 3-year National Diploma/ Degree in Public Management/ Public Administration/ Project Management/Human/Social Science plus a minimum 2 years' experience in Bursary Administration/Project/Programme Management. Knowledge of Higher Education Institutions Prescripts, Financial legislation, SCOA, PFMA and Treasury regulations. Relevant Legislative Framework (National Skills Development Act/strategy, South African Qualification Authority Act, National Qualification Framework and National Youth Development Act). Excellent communication (verbal and written) and interpersonal skills. Report writing, Presentation and Facilitation, Computer literacy, Research and Analytical skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate the allocation of Bursary Programme for the Gauteng learners. Verify and review bursary applications. Liaise with learners and provide an update on the status of the applications. Ensure that bursary contracts are signed and filed accordingly. Liaise with institutions of Higher learning regarding students' progress and payment. Conduct regular bursary audits of bursary holders. Facilitate the processing of bursary payments and ensure that invoices are processed and paid

within 30 days. Provide guidance on the implementation of Bursary Programme. Advise and support students on bursary processes, procedures and policies. Provide general administration support to the Business Unit. Compile monthly reports, presentations, and other written material. Draft award letters and submissions. Compile and disseminate minutes of meetings, discussions and workshops to relevant stakeholders. Handle all bursary programme related queries. Respond to any audit queries. Disseminate bursary information to all relevant stakeholders on requests. Ensure safe keeping of all bursary confidential documents/ information. Supervise staff. Make inputs to the development of Staff Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff members. Monitor and report on conduct and performance of staff. Monitor the utilization of assets.

ENQUIRIES : Ms Lebogang Matlala Tel No: (011) 355 1137

POST 08/186 : **SENIOR ADMIN OFFICER: STANDARD SETTING AND QUALITY PROMOTION REF NO: HO2021/03/12 (X2 POSTS)**

Directorate: Assessment

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/Public Management/Office Management/ Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience in administration, financial administration, supply chain management records management and assets management. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and other Financial and Supply Chain Management Prescripts. Knowledge of Public Service Act and Regulation. Knowledge of Government and administration. Batho Pele principles. Good communication skills (Verbal and written). Computer Literacy, interpersonal Relations, Problem solving, Presentation, Facilitation, Analytical and Financial Management skills. Report writing and minutes taking Planning and Organizing. Valid driver's license is essential.

DUTIES : Coordinate procurement of goods and services for the directorate. Ensure implementation of procurement processes and procedures to prevent deviations. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets within the Business Unit. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations and other written material for the Business Unit. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Administer HR processes within the Business Unit. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences and Registers. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Provide supervision to personnel in the Business Unit. Comply with policies and supervise administrative officials within the sub-directorate.

ENQUIRIES : Ms Bongwiwe Mangciphu Tel No: (010) 601 8030

POST 08/187 : **SENIOR ADMIN OFFICER: MODERATION REF NO: HO2021/03/13 (X3 POSTS)**

Directorate: Assessment

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/Public Management/Office Management/ Office Administration/ Administrative Management plus a minimum of 2 - 3 years relevant experience in administration, financial administration, supply chain management records management and assets management. Knowledge of Public Service Act and Regulations, Financial Procedures, Treasury Regulations and other Financial and Supply Chain Management Prescripts. Knowledge of Public Service Act and Regulation. Knowledge of Government and administration. Batho Pele principles. Good communication skills (Verbal and written). Computer Literacy, interpersonal Relations, Problem solving, Presentation, Facilitation, Analytical and Financial

<u>DUTIES</u>	: Management skills. Report writing and minutes taking Planning and Organizing. Valid driver's license is essential.
	: Coordinate procurement of goods and services for the directorate. Ensure implementation of procurement processes and procedures to prevent deviations. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets within the Business Unit. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations and other written material for the Business Unit. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Administer HR processes within the Business Unit. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences and Registers. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Provide supervision to personnel in the Business Unit. Comply with policies and supervise administrative officials within the sub-directorate.
<u>ENQUIRIES</u>	: Ms Bongwiwe Mangciphu Tel No: (010) 601 8030
<u>POST 08/188</u>	: <u>SENIOR PROVISIONING ADMIN OFFICER: ACQUISITION MANAGEMENT (REQUEST FOR PROPOSAL) REF NO: HO2021/03/20</u> Directorate: Procurement
<u>SALARY CENTRE REQUIREMENTS</u>	: R316 791 per annum : Head Office, Johannesburg : An appropriate recognized 3-year National Diploma/ Degree in Supply Chain Management/Logistics/ Finance plus minimum 2-3 years' experience in procurement, and supply chain environment. Knowledge of Public Finance Management Act, Supply Chain Management Circulars and Directives, Preferential Procurement Policy Framework Act, National Treasury Regulations. Computer Literacy, supervisory skills, report writing, leadership, written and verbal communication, conflict management, planning and organising skills. A valid driver's license is essential.
<u>DUTIES</u>	: Coordinate the acquisition process for good and services in line with Departmental procurement planning. Coordinate the acquisition process of goods and services in line with approved Procurement Plans, Coordinate the collation of establishing departments pre-qualifying list of suppliers. Coordinate the administration of the procurement process. Liaise with Gauteng Provincial Treasury into the logistics related to advertising and publishing of bids. Assist in the development of Departmental SCM policies, guidelines and standards. Provide support to clients on the acquisition management matters in order to promote correct implementation of sound demand management practices. Participate in the development of demand management Preferential Procurement Policy Framework Act (PPFA) policies, guidelines and processes. Ensure proactive mitigation of all risks associated with non-compliance of Supply Chain Management policies, procedures and guidelines. Supervise and develop subordinates by Ensuring subordinates are assessed in line with the PMDS policy and managing leave of subordinates.
<u>ENQUIRIES</u>	: Ms. Nonhlanhla Tshabalala Tel No: (011) 355 0162
<u>POST 08/189</u>	: <u>CHIEF REGISTRY CLERK: REF NO: HO2021/03/14</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R257 508 per annum : Head Office, Johannesburg : Grade 12 plus a minimum of 3-5 years relevant experience in Registry. Knowledge of Public Service Act, Registry procedures and practices, filling of documents, Planning and organizing skill, Electronic filing system and Computer literacy, good Interpersonal and Communication skills.
<u>DUTIES</u>	: Supervise and provide registry counter services. Attend to clients. Ensure that received mail/files are registered. Handle incoming and outgoing correspondence. Supervise the reception and receive all mail. Render an effective filing and record management service. Open and close files according to record classification system. Supervise the processing and process documents for archiving and disposal. Develop and maintain a database of clients/service providers. Supervise

		human resources/ staff. Allocate and ensure quality of work. Assess staff performance.
<u>ENQUIRIES</u>	:	Ms Monica Sampson Tel No: (011) 355 1521
<u>POST 08/190</u>	:	<u>CHIEF PROVISIONING ADMIN OFFICER: ASSETS CONTROL REF NO: HO2021/03/15</u> Directorate: Asset Management
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' experience in Assets Management/Financial Management/Internal Auditing/Business Management/Supply Chain Management. Knowledge of Standard Charts of Accounts (SCOA), IFRS and the PFMA. In-depth knowledge of the applicable policies and systems, working of the relevant Acts prescripts, regulation, and procedure pertaining to general administration such as finance, asset management, Treasury Regulations, GRAP/GAAP. Knowledge of Supply Chain Management (creating Requisition - RLS01 and Payment-RLS02). Knowledge of an Asset Register in a Government Department, requirements for Asset Register, Asset-life Cycle. Knowledge on BAS System and SAP System. Sound Knowledge on the useful life of major assets and ensure that policies and procedures related to movable assets are adhered to by regular communication with asset stakeholders, managers, and heads. Must have communication skill Verbal and Written, Numerical skills, Analytical skills, Time Management skills, Critical thinking skills and Good interpersonal Skills. Ability to interpret relevant directives of SCM which embodies Movable Asset Management. A valid Drivers' License is essential code C1 & B.
<u>DUTIES</u>	:	Complete and Accurate Asset Register i.e. Asset acquisition register maintenance and verification. Identify, investigate, and report discrepancies found during stocktaking done. Assess asset status, needs and risks. Conduct Quarterly inventory count and stock count. Deal with all aspects of stock taking for all GDE Movable Assets and other stores. Ensure the maintenance of the inventory. Deal with the disposal of the redundant and obsolete movable assets. Execution of asset control inspections. Implement GDE Movable Asset Management Policies and Procedure Manuals. Provide advice to stakeholders on related matters. Provide clerical support services for the sub-directorate. Maintain the effective flow of information and documents internally and externally. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of progress reports and monthly reports. Respond to inquiries received from internal and external stakeholders. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Mathopi Khanye Tel No: (011) 355 1090
<u>POST 08/191</u>	:	<u>PERSONAL ASSISTANT REF NO: HO2021/03/16</u> Directorate: School Sport & Extra -Curricular
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	:	Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the

policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms Mpho Moroe Tel No: (010) 600 6179

DEPARTMENT OF HEALTH

OTHER POSTS

POST 08/192 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2021/26 (X10 POSTS)**

Directorate: PHC

SALARY : Grade 1: R383 226 – R579 696 per annum (plus benefits)
CENTRE : Tshwane health district – Sub District 5,6 & 7
REQUIREMENTS : Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms government notice no 212, with proof of current registration. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC.

DUTIES : Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing practice services as determined by the health facility. Maintain own professional growth and ethical standards. Ensure and oversee the effective utilization of resources. Ensure the Implementation of the National Regulated Norms and Standards and Batho-Pele Principles. Act as shift leader in the unit in the absence of the Unit Manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Participate in training, research, supervision and management of student and junior nurses.

ENQUIRIES : Dr. Mpho Moshime-Shabangu Tel No: (012) 451 9004
APPLICATIONS : must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE : 19 March 2021

POST 08/193 : **ADMIN OFFICER: LABOUR RELATIONS REF NO: SDHS/2021/02/27(X1 POST)**
Directorate: Human Resource Department

SALARY : R257 508 – R303 339 per annum (Level 07), plus benefits
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 with minimum 5 years relevant experience in (Labour Relations) or National Diploma/degree in Human Resource Management (Labour Relations) with minimum 3 years' experience in Labour Relations. Valid Driver's License. Knowledge: Sound knowledge of Human Resource Management with emphasis on employee Relations, In-depth knowledge of Legislative frameworks, Prescripts and policies. Computer Literacy – MS Office (Word, Excel, Outlook & PowerPoint, Persal system, a range of work procedures such as Finance, HR matters, OHS, Labour matters. Skills in Planning and organising, Sound analytical thinking, good interpersonal relations, problem solving and decision-making, relationships and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Excellent consultation verbal and written communication and report writing skills. Understanding of code of conduct.

DUTIES : Key Performance Areas amongst others: Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and

grievance hearings. Advise management on labour relations issues. Analyze trends on misconducts and grievances. Provide training to staff and management. Identify labour relations training needs for managers, Maintain and promote sound labour peace within the Institution between management, employees, organize labour and community. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management and head office. Ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts and collective agreements. Provide support in the management of consultative structures and strike management. Provide support in Pllir, OHS, Employment Equity Committee and any other committee. Provide leadership in administration of conditions of service and employee benefits. Management of Human Resource Staff. Perform all other duties as delegated by the supervisor/manager.

**ENQUIRIES
APPLICATIONS**

: Mr. J. Kubheka – Tel No: (016) 950 6000
 : Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE

: 19 March 2021

POST 08/194

: **FINANCIAL CONTROLLER OFFICER REF NO: TDHS/A/2021/23 (X1 POST)**
 Directorate: Finance
 Re- advertisement (People who previously applied are encouraged to re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 per annum (Level 07) (plus benefits)
 : Bronkhorstspuit Hospital
 : Grade 12. Senior Certificate with Accounting as a subject plus a minimum of 4 years relevant working experience in finance equivalent. A relevant 3 years tertiary Qualification plus a minimum of 2 years relevant working experience in financial management. Knowledge and experience in BAS, SAP, PAAB or MEDICOM (SRM and E-Invoicing) and Persal. Knowledge of PFMA, Treasury Regulations and financial policies and financial procedures, Sound accounting skills. Previous experience in the department would be an advantage. Computer literacy, excellent written and verbal communication skills. Driver's license will be an added advantage, but not mandatory.

DUTIES

: Releasing of RLS01 on SRM and approving supplier's invoices on SAP (E-Invoicing). Ensure correct allocations and commitments on financial schedule to be captured on SRM. Follow-up all outstanding payments. Manage reconciliation of payments per supplier and preparing and updating of commitment register. Ensure compliance for accruals. Issuing of Entity Maintenance Form. Clearing of Theft and Losses and Inter Responsibility Clearing Account. Correction of incorrect allocations. Approve general journals for incorrect allocations, stock items and

medicine issued to institutions Monitor and report on fruitless, wasteful, unauthorized expenditure and donations. Supervise the Cashier and Sub-Cashier. Safekeeping of Basic Accounting records and face value documents. Represent Tshwane District and asses District Performance through a District Health Expenditure Review. Reconciliations of transversal systems (BAS/SAP, BAS/Revenue, AS/Medsas, BAS/Parking and BAS/Persal). Compile and manage the budget of institutions in the District. Request BAS reports to institutions and managers. Assist in preparations of inputs for the annual, MTEF, and adjustment budget. Monitor budget spending in accordance with set policies and procedures. Provide assistance to management and institutions in the district in terms of budget, expenditure and reporting monthly. Prepare in Year Monitoring (IYM) report of the District. Perform and monitor all accounting and financial operations of institutions in the district. Effective system of internal control as well as fraud prevention. Handling enquiries from suppliers and managers of institutions. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor. Management of revenue in the hospital.

- ENQUIRIES APPLICATIONS** : Mr Oupa Nama Tel No: 012 451 9265
 : 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 Or 01 Barnaey Hurwitz Avenue, Bronkhorstspuit District Hospital 1020
- NOTE** : Applications must be submitted with 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** : 19 March 2021
- POST 08/195** : **SUPPLY CHAIN OFFICER REF NO: TDHS/A/2021/24**
 Directorate: Supply Chain
 Re- advertisement (People who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (plus benefits)
 : Bronkhorstspuit Hospital
 : Grade 12 Certificate and Degree/Diploma in Supply Chain Management/Finance/Equivalent qualification with 3-5 years relevant experience in Supply Chain Management. Knowledge and experience in SRM and SAP. Understanding of the Legislative framework governing the Public Services. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of working procedure in terms of the working environment. Previous experience in the department would be an advantage. Computer literacy, planning and organization, good written and verbal communication Skills, job knowledge, interpersonal relations, flexibility and teamwork. Driver's license will be an added advantage.
- DUTIES** : Ensure correct allocations and commitments on financial schedule to be Management, Acquisition, Logistics and Asset Management). Compile reports in areas of supervision. Liaise with internal and external in relation to procurement of goods and services. Responsible for performance assessments and development of staff. Handling enquiries from suppliers and managers of institutions. Perform any other supply chain management related function as required by Supervisor. Compile reports in areas of supervision.
- ENQUIRIES APPLICATIONS** : Mr Oupa Nama Tel No: 012 451 9265
 : 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 Or 01 Barnaey Hurwitz Avenue, Bronkhorstspuit District Hospital 1020
- NOTE** : Applications must be submitted with 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** : 19 March 2021

POST 08/196 : **FOOD SERVICE MANAGER REF NO: CCRC/FSM/2018/12/01**
 Directorate: Food Service Department

SALARY : R257 508 per annum
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : National Diploma in Food Service Management /Food and Beverage Management with 0-2 relevant experience. Grade 12 with 10-15 relevant experience. Experience in food Service Management in a hospital environment will serve as advantage. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and written communication and Analytical for report writing. Must have a specialized knowledge of food, food products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.

DUTIES : Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

ENQUIRIES : Ms. Ramolumisi AC Tel No: (012) 7347047
APPLICATIONS : Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000

NOTE : Applications must be submitted on a Z83 form with comprehensive CV, documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).

CLOSING DATE : 19 March 2021

POST 08/197 : **PROFESSIONAL NURSE – GENERAL (GRADE 1) REF NO: SDHS/24/02/2021**
(X6 POSTS)
 Directorate: PHC

SALARY : R256 905 – R297 825 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Sedibeng District Health Services : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwife. Registration with the SANC as Professional Nurse and proof of current registration to be attached. Grade1: Less than 10 years relevant experience after registration as Professional Nurse. Knowledge of legislations and related legal and ethical practices, PFMA, Public Service Act and Regulations. Good communication, interpersonal, computer literate, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	: Order, interpret and evaluate diagnostic tests to identify and assess patients' conditions. Assess and evaluate patients' needs for and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians' orders, administer medications, start IVs, perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients. Utilize human, material and physical resources efficiently and effectively. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Take part in health promotion and illness prevention initiatives and assist in their evaluation. Create and maintain a complete and accurate nursing record for individual health care users. Demonstrate effective communication with patients, supervisors and other clinicians, including reports. Perform administrative functions required of the job. Perform any other duties delegated by Supervisor. Sign a performance contract on annual basis.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. D. Ramoloi: Tel No: (016) 950 6000 : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
<u>NOTE</u>	: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.
<u>CLOSING DATE</u>	: 19 March 2021
<u>POST 08/198</u>	: <u>PROFESSIONAL NURSE REF NO: TDHS/A/2020/27 (X7 POSTS)</u> Directorate: PHC
<u>SALARY</u>	: Grade 1: R256 905 per annum (OSD) Grade 2: R315 963 per annum (OSD) Grade 3: R485 475 per annum (OSD)
<u>CENTRE REQUIREMENTS</u>	: Tshwane District Health Services Sub-District 5,6&7 : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery,

- Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments, work night duty. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training.
- ENQUIRIES APPLICATIONS** : Dr. Mpho Moshime-Shabangu Tel No: 012 451 9004
- : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 19 March 2021
- POST 08/199** : **MATERIAL RECORDING CLERK REF NO: TDHS/A/2021/25**
(One year contract)
Directorate: Supply Chain Management
Re-advertisement (People who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) plus 37% in lieu of benefits
: Bronkhorstspuit Hospital
: Grade 12 certificate or equivalent 1 – 2 years' experience required in the Supply Chain Management. Other skills/ Requirements: Knowledge of Supply Chain Management practices, PFMA, Treasury Regulations, Procurement Administration System Manual (PASM). Computer literacy. Good Communication and report writing skills. Be able to work in a team, problem solving skills. Interpersonal relations. Valid driver's license is required. The official must be willing to rotate within SCM unit.
- DUTIES** : Receive requisitions for issuing of stock. Issue stock from Warehouse to all units within the institutions as per the requisition. Update bin cards (VA11A) with incoming / outgoing stock. Packing of stock on shelves according to FIFO / FEFO Principles. Safe keep all consumables items. Manage and Update stock control cards (VA10). Compile requisition for replenishment of stock. Obtain quotations from Suppliers registered on Central Supplier Database (CSD). Create shopping carts, capture GRV on SRM / SAP System, create P – card orders and settlement. Clear outstanding invoices on web cycle, compile report. Manage Transit In / Out for all consumable and non – consumable items. Keep records of all outstanding deliveries (0 – 9). File. Follow up on outstanding deliveries and keep records thereof. Report all losses to the Supervisor. Conduct Monthly stock count, reconciliation of physical and theoretical stock compile and submit a report on or before due date.
- ENQUIRIES APPLICATIONS** : Mr Oupa Nama Tel No : 012 451 9265
: 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 Or 01 Barnaey Hurwitz Avenue, Bronkhorstspuit District Hospital 1020
- NOTE** : Applications must be submitted with 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 : 19 March 2021

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or post to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified.

CLOSING DATE : 26 March 2021

NOTE : All applications and supporting documents (completed, initialed and signed Z83 form, certified copies of educational qualifications, driver's license and Identity Document) must be delivered. Certified copies must not be older than six (6) months. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position. All shortlisted candidates will be subject to pre-employment screening (vetting); and may be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>. Following the interview, it is mandatory that the recommended candidates undergo a generic managerial competency assessment in compliance with the DPSA Directive. All shortlisted candidates will be subjected to security vetting and they will have to disclose her/his financial interest. Preference will be given to women and Persons with disabilities.

MANAGEMENT ECHELON

POST 08/200 : **CHIEF FINANCIAL OFFICER REF NO: REFS/007928(X1 POST)**
Branch: Finance

SALARY : R1 521 591 per annum (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Johannesburg

REQUIREMENTS : A Postgraduate degree in Finance/Accounting (NQF 8) in Finance/Accounting or equivalent qualification as recognized by SAQA. A minimum of 8-10 years' experience in a financial accounting related field of which 5 years should be at Senior Management level. Registration as a Chartered Accountant will be an added advantage. Extensive skills and management experience in the field of financial management covering Accounting, Budget Reporting, Asset Management and Supply Chain Management. In-depth knowledge of PFMA, Treasury Regulations, procurement legislation and other related regulatory frameworks. Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Track record in preparation and management of strategic plans, business plans, annual performance budgeting. Ability to implement internal systems and controls to ensure sound financial management. A valid driver's license. Ability to establish good working relations with key stakeholders such as National Treasury and the Auditor-General of South Africa. Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic leadership capabilities, programme and project management skills, and people management and empowerment skills; Nyukela SMS Pre-entry Certificate. Attributes: Self driven and independent. Good strategic management and leadership skills. Good interpersonal skills. Excellent people management and leadership skills. Results oriented and able to work under pressure.

DUTIES : Develop, implement and maintain appropriate mechanisms to timeously respond to the changing **needs** for financial information, the interpretation thereof and render technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the strategic plan. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with strategic objectives of the Department, legislative imperatives and good governance. Meet the reporting requirements and standards

under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of early systems and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles to assure value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangement at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other governance arrangement. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General. Liaise with relevant role players within National and Provincial Departments.

ENQUIRIES : Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

POST 08/201 : **CHIEF DIRECTOR: REGISTRATION AND OPERATING LICENSING REF NO: REFS/007929 (X1 POST)**
Branch: Transport Services

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

CENTRE REQUIREMENTS : Johannesburg
: LLB degree or equivalent qualification (NQF level 7) as recognized by SAQA, plus training and courses in management practices relevant to the key roles. LLM degree will be an added advantage. A minimum of 5 years' senior management experience within the relevant field. Extensive experience in dealing with NLTA matters. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate.

DUTIES : Manage the administration of the issuing of operating licenses and the conversion of radius based permits. Manage the administration of public passenger road transport operators and monitor compliance. Provide strategic leadership to the component. Ensure financial resources are managed optimally. Plan, organise and control activities pertaining to the functions of the component. Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

ENQUIRIES : Ms. Mbali Mbatha, Director: HR Planning and Administration, Tel No: (011) 355-7026/7492

POST 08/202 : **DIRECTOR: CONSTRUCTION STANDARDS AND QUALITY ASSURANCE REF NO: REFS/00731 (X1 POST)**
Branch: Roads Infrastructure

SALARY : R1 057 326 per annum (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE REQUIREMENTS : Johannesburg
: An undergraduate qualification (NQF level 7) in the Built Environment or equivalent as recognized by SAQA, plus training and courses in management practices relevant to the key roles. A minimum of 5 years' experience at a middle/ senior management level within the public transport environment. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising; Knowledge of roads construction standards and quality assurance. Nyukela SMS Pre-entry certificate.

DUTIES : Manage construction and maintenance standards; Construction and maintenance quality assurance; and Laboratory technical measurement services. Provide strategic leadership to the component; Ensure financial resources are managed optimally; Plan, organise and control activities pertaining to the functions of the component; Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

- ENQUIRIES** : Ms. Mbali Mbatha, Director: HR Planning and Administration, Tel No: (011) 355-7026/7492
- POST 08/203** : **DIRECTOR: PUBLIC TRANSPORT OPERATIONS REF NO: REFS/008217) (X1 POST)**
Branch: Transport Services
- SALARY** : R1 057 326 per annum (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Transport Economics, Transport Management, Transport studies or equivalent qualification with 5 years in the public transport environment. A minimum of 5 years' experience at a middle/ senior management within public transport environment. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising; Knowledge of public transport operations will be added advantage. Nyukela SMS Pre-entry certificate.
- DUTIES** : Monitor subsidised public transport contracts; Promote transformation of public transportation industry; Render public transport subsidies; develop public transport standard and norms, perform benchmark within the public transport sector, promote and ensure integration across modes of transport, Provide strategic leadership to the component; Ensure financial resources are managed optimally; Plan, organise and control activities pertaining to the functions of the component; Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.
- ENQUIRIES** : Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- CLOSING DATE** : 19 March 2021
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

OTHER POSTS

- POST 08/204** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS REF NO: SD/2021/03/01**
- SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office
: A 3-yea-r tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with A valid code B drivers' licence.3 - 5 years' experience in middle Management. Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, Knowledge

		of the Department's Constitutional Mandate, Knowledge on SAP Social Care Solution, Knowledge of SAP Customer Relationship Management (SAP CRM) Knowledge on Business Warehouse (BW). Knowledge of electronic records. Skill and Competencies: Business Insight, team working, supervision, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical, project management, report writing, problem solving, planning and organizing skills.
<u>DUTIES</u>	:	Management of Information System administration. Management of Information system Data quality and integrity. Management of Electronic Record. Management of Information System reports design. Management of Information System projects. Overseeing scanning functions. Managing implementation of records management strategy. Engaging with system developer on proposed changes on BW. Providing technical support on electronic transfer payment to NPO's. Co-ordinating system queries on CDP functions. Managing the technical support on BW reporting functions. Co-ordinating the implementation of new report concepts. Monitoring and refer request for change on BW reporting functions. Management of sub-directorate: Manage the training and development of staff, Manage staff performance, Manage weekly production, Manage the inputs on APP, Manage staff leave and Manage staff meetings.
<u>ENQUIRIES</u>	:	Ms C Mabaso Tel No: 011 355 7971
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to - The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong Building, Johannesburg 2000
<u>FOR ATTENTION NOTE</u>	:	Ms C Mabaso Tel No: 011 355 7971
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 08/205</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: SD/2021/03/2 (X5 POSTS)</u> Duration: 12 months Contract
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office A three -Year Tertiary qualification (NQF Level 6/7) in the field of Accounting or Financial Management with 3-5 years' middle management experience in the NPO environment. A valid driver's licence. Knowledge and understanding of Legislative and Policy Framework regulating compliance monitoring of funded NPOs in the Public Service. Knowledge and understanding of procedures and processes governing the NPO Compliance Monitoring functions. Skills and Competencies: Customer Relationship Management, Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management, Coordination Skills.
<u>DUTIES</u>	:	Enforcement of Service Level Agreements with funded NPOs. Evaluation of expenditure on funded NPOs. Analysis of performance information of funded NPOs. Adjudication of NPOs panels and budget committee. Oversight and management of audit recommendations. Oversight of NPO Compliance functions in Regions. Management of the Sub – Directorate: Manage the budget, Manage staff performance, Manage staff absenteeism. Consolidation reports for NPO Monitoring and Compliance function.
<u>ENQUIRIES</u>	:	Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105.
<u>APPLICATIONS</u>	:	can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong building, Johannesburg 2000
<u>FOR ATTENTION</u>	:	Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel: 011 227 0105.
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

<u>POST 08/206</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) REF NO: SD/2021/03/03</u>
<u>SALARY</u>	:	R383 226 - R579 696 per annum (within the OSD framework)
<u>CENTRE</u>	:	Zanele Mbeki Frail Care Centre
<u>REQUIREMENTS</u>	:	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 a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate an basic understanding of HR and financial policies and practices.
<u>ENQUIRIES</u>	:	Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki.
<u>APPLICATIONS</u>	:	can be delivered to- The Gauteng Department of Social Development. Zanele Mbeki Frail Care Centre 3 Vlakfontein Road, Dunnottar
<u>FOR ATTENTION</u>	:	Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki.
<u>NOTE</u>	:	The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 08/207</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING) REF NO: SD/2021/03/04</u>
<u>SALARY</u>	:	R383 226 - R579 696 per annum (within the OSD framework)
<u>CENTRE</u>	:	Zanele Mbeki Frail Care Centre
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant. Management of nursing staff performance, development, leave plans and disciplinary matters.
<u>ENQUIRIES</u>	:	Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki
<u>APPLICATIONS</u>	:	can be delivered to- The Gauteng Department of Social Development. Zanele Mbeki Frail Care Centre 3 Vlakfontein Road, Dunnottar
<u>FOR ATTENTION</u>	:	Ms Z Nhlapo Tel No: 011 817 7303 Zanele Mbeki
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 08/208</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: SD/2021/03/05</u>
<u>SALARY</u>	:	R376 596 per annum plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 3-5 years' experience. A valid Code B drivers license. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Skills and Competencies: Strategic Planning, Business Insight, Team working, Supervision and Communication skills.
<u>DUTIES</u>	:	Manage Business needs and monitor system usage: Provide facilitation for user consultation session. Monitor changes for development of training material for system users: Ensure that training materials are aligned to all changes on the system. Manage and Monitor alignment of the system to changing business requirements: Ensure the system is aligned to manual business processes. Develop and manage change management plans for the system in the Department: Ensure the implementation of business strategy.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Mabaso Tel No: 011 355 7971.
	:	can be delivered to - The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong Building, Johannesburg 2000
<u>FOR ATTENTION NOTE</u>	:	Ms C Mabaso Tel No: 011 355 7971
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 08/209</u>	:	<u>SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT PROGRAM REF NO: SD/2021/03/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R363 801 – R581 178 per annum (within the OSD Framework)
	:	Head Office
	:	A Degree in Social Work. A minimum of 8 years' experience as a Social Worker in Social Welfare services after registration with SACSSP. Current registration with SACSSP and the registration certificate. Knowledge and understanding of legislation, policy, procedures, processes and institutional framework governing Victim Empowerment and services to men & boys. Computer literacy. Skills and Competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Develop provincial policies and guidelines for men and boys. Administer the implementation of the men and boy strategy. Implement the men and boys program in the province. Coordinate Provincial Men's forums. Coordinate the International Men's day. Implement prevention and awareness programmes. Conduct training and capacity building workshops in the field of men and boys and the perpetrator program. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Jaca Tel No: 011 355 7678
	:	can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000
<u>FOR ATTENTION NOTE</u>	:	Mr Z Jaca Tel No: (011) 355 7678.
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 08/210</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: SD/2021/03/07 (X4 POSTS)</u> Duration: 12 Months Contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (plus 37% in lieu benefits)
	:	Head Office
	:	A 3 years Tertiary qualification (NQF Level 6/7) in the field of Internal Auditing. This is a specialised field which once qualified requires affiliation to the professional body of the Institute of Internal Auditors. Demonstrated working experience of at least 2-3 years in Internal Control and/or Internal Auditing field. A valid Code B driver's license. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to

		apply such technical knowledge. knowledge of a wide range or work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills.
<u>DUTIES</u>	:	Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Test and monitor the quarterly key controls. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING III, Integrity Management Framework. Supervise and monitor audit processes. Make inputs to the Directorates budgeting process. Make inputs to the Directorates strategic planning processes. Undertake performance for self and that of juniors allocated thereto and be able to identify developmental gaps and make recommendations to be able to practically and cost effectively close such developmental gaps.
<u>ENQUIRIES</u>	:	Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105
<u>APPLICATIONS</u>	:	can be delivered to: The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong building, Johannesburg 2000
<u>FOR ATTENTION</u>	:	Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 08/211</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: SOSHANGUVE SECURE CARE CENTRE SD/2021/03/08</u>
<u>SALARY</u>	:	R316 791 per annum plus benefits
<u>CENTRE</u>	:	Soshanguve Secure Care Centre
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification in Human Resource Management/Public Administration with 2 - 3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework systems and procedures in the Public Sector. Knowledge of Human Resource Management systems and procedures in the Department. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and competencies: People Management skills. Report writing skills. Coordination skills. Attention to detail. Self-driven individual.
<u>DUTIES</u>	:	Management of Human Resource Functions: Manage Human Resource Administration functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions: Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff: Manage staff performance and development. Manage staff leave plan. Manage staff training needs. Manage staff grievances and disciplinary matters.
<u>ENQUIRIES</u>	:	Ms C Sekgothe Tel No: (012) 730 2015 Soshanguve CYCC.
<u>APPLICATIONS</u>	:	can be delivered to - The Gauteng Department of Social Development. Soshanguve CYCC, 313 Block S Soshanguve, Pretoria 0164
<u>FOR ATTENTION</u>	:	Ms C Sekgothe Tel No: (012) 7302015 Soshanguve Secure Care Centre.
<u>NOTE</u>	:	The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/212 : **SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT AND COMPLIANCE REF NO: SD/2021/03/10**

SALARY : R316 791 per annum plus benefits
CENTRE : Head Office
REQUIREMENTS : A three-year Qualification in Risk Management, Accounting and Auditing with 2 to 3 years experience in the Risk Management field. A valid driver's license. Demonstrate experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Assist with the identification of areas of the specifically allocated sections of the departmental risk management framework independently which require revision or updating, independently and in within coordinated groups undertake the necessary research to ensure proposals made to revise the documents is in accordance with accepted norms, is practical in application and aligned to all legislative frameworks. Skills and Competencies: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity.

DUTIES : To support the planning, facilitation, monitoring and reporting of the implementation of the GPG Risk Management Framework. To assess, evaluate and monitor risks and opportunities environment of the department in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management framework. Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks). Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and from an informed basis on subject matter both in written format, through presentations and via one on one engagement with relevant managers and teams.

ENQUIRIES : Ms S Moloi Tel No: (011) 227 0062
APPLICATIONS : can be delivered to- The Gauteng Department of Social Development. 69 Commission Street, Thusanong building, Johannesburg 2000

FOR ATTENTION : Ms S Moloi Tel No: (011) 227 0062
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/213 : **SENIOR ADMINISTRATIVE OFFICER: EPWP COORDINATOR REF NO: SD/2021/03/11**

SALARY : R316 791 per annum plus benefits
CENTRE : Tshwane Region
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 6/7) in Community Development with 2-3 years' experience in administrative environment. A valid code B drivers' licenses. Knowledge and understanding of legislative and policy framework, procedures and processes regulating Community Home Based Care programmes, policies and processes applicable in Social Welfare sector. Skills and Competencies: Development orientated individual, Caring and Sensitivity to vulnerable groups. Analytical skills, Report writing skills and Interpersonal skills.

DUTIES : Monitoring of norms and standards for CHBC's, Capacity building programmes to CHBC's NGO's: Identify deviations on CHBC programmes. Expanded Public Works Programme: Assist in the identification of work opportunities in CHBC sector. Psycho-social support services: Identify vulnerable household in need of psycho-social support services.

ENQUIRIES : Mr A Kotsedi Tel No: 012 359 3314 Tshwane Region.
APPLICATIONS : can be delivered to- The Gauteng Department of Social Development. Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private bag X266, Pretoria, 0001

FOR ATTENTION NOTE : Mr A Kotsedi Tel No: 012 359 3314
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/214 : **SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: SD/2021/03/12**

SALARY CENTRE REQUIREMENTS : R316 791 per annum plus benefits
 : Tshwane Region
 : A 3-year tertiary qualification (NQF Level 6/7) in fleet management and other relevant qualifications with 2-3 years' administrative experience in Fleet Management environment. A Valid driver's license. Knowledge and understanding of Policy framework regulating Government owned and subsidized vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Skills and Competencies: Management, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.

DUTIES : Management of staff: Manage staff development and training, manager staff leave plan, manager staff grievances and disciplinary matter, manager staff work plans, manager staff performance. Management of GG Vehicles and subsidized Vehicle in the Department. Conduct Vehicle inspection. Booking of vehicle for repairs and servicing. Ensure compliance monitoring of vehicles. Monitoring of vehicle utilization: Vehicle inspections, Booking of vehicles for repairs and servicing. Compliance monitoring of vehicles. Monitoring of vehicle utilization.

ENQUIRIES APPLICATIONS : Mr A Kotsedi Tel No: (012) 359 3314 Tshwane Region
 : can be delivered to- The Gauteng Department of Social Development. Tshwane Region, South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria or Private bag X266, Pretoria, 0001

FOR ATTENTION NOTE : Mr A Kotsedi Tel No: (012) 359 3314
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/215 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS REF NO: SD/2021/03/12**

SALARY CENTRE REQUIREMENTS : R316 791 per annum plus benefits
 : Head Office
 : A 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management/Labour Relations/Labour law with 2-3 years' experience in Labour Relations. A valid driver license. Knowledge and understanding of Labour Relations framework in the Public Service. Skills and Competencies: Report writing, Communication, Monitoring, Dispute Resolution, Negotiation, Conflict Resolution, Monitoring and Evaluation, Performance Reporting and Analysis skills.

DUTIES : Perform Labour Relations Functions. Involvement with Collective Bargaining process: Attend Departmental Multi-Lateral Forum and attend to and support entity based multi-lateral forums. Dealing with Disciplinary Cases. Dealing with Grievance Cases: Facilitate the process of resolving grievances reported. Administration of Employment Relations: Report on all employment relation cases and Record keeping of all employment relations matters.

ENQUIRIES APPLICATIONS : Mr O Mkhabela Tel No: (011) 355 7937.
 : can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg 2000

FOR ATTENTION : Mr O Mkhabela Tel No: (011) 355 7937 Head Office.

- NOTE** : The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 08/216** : **ADMINISTRATIVE OFFICER INVESTIGATION AND LOSS CONTROL REF NO: SD/2021/03/13 (X3 POSTS)**
Duration: 12 months Contract
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (plus 37 % in lieu benefits)
: Head Office
: A three-year tertiary qualification (NQF Level 6/7) in Criminal Justice, Forensic Sciences/Investigations/ Applied Business Ethics with 1 to 2 years' experience in administrative environment. A valid Code B driver's license. Demonstrate up to 5 years' experience in detailed technical knowledge and ability to interpret and application of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts, PAIA, Labour Relations Act, BCEA, NPO Act, Children's Act, Public Administration Management Bill, Policies implemented and all other legal prescripts that govern the financial, non – financial operations, control environment and governance and compliance frameworks of the public service and the ability to apply such technical knowledge during the undertaking of investigations as well as supervising such processes underway by Juniors. Skills and Competencies: Deadline driven and task orientated, Interpersonal, Computer literate: Advanced excel, word and power point and Project Management skills.
- DUTIES** : Undertake investigations (Internally reported and through the National Anti-Corruption Hotline. Implement and supervise implementation of the Anti-Corruption Strategy and MACC requirements by juniors. Undertake loss control processes. Implement and promote integrity management function. Make inputs to the Directorates budgeting process. Make inputs to the Directorates strategic planning processes. Undertake performance for self and that of juniors allocated thereto and be able to identify developmental gaps and make recommendations to be able to practically and cost effectively close such developmental gaps.
- ENQUIRIES** : Ms Jacqui Madima Tel No: 011 227 0020/ Ms Innocent Netshiungani Tel No: 011 227 0105
- APPLICATIONS FOR ATTENTION** : can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Thusanong building, Johannesburg 2000
: Ms Jacqui Madima Tel No: (011) 227 0020/ Ms Innocent Netshiungani Tel No: (011) 227 0105.
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 08/217** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SUPPORT SERVICES REF NO: SD/2021/03/14**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum plus benefits.
: Walter Sisulu CYCC.
: A three-year tertiary qualification (NQF Level 6 or 7) in Public Administration/ Human Resource Management with a minimum of 1-2 years' experience in administrative environment. A Valid driver's license. Knowledge in telephone etiquette. Knowledge in administrative procedures in the department. Knowledge of systems and procedures governing records management, General Support Services in the Department. Skills and Competencies: Time Management, Communication, Problem solving, Interpersonal, Writing, Conflict Management, Administrative Management and Computer skills.
- DUTIES** : Manage auxiliary services functions: Manage switchboard and reception functions, Manage Messenger functions, Coordinate records management functions. Coordinate human resource management functions: Development performance agreement and quarterly review, Supervision of leave management using ESS system, Coordinate recruitment systems. Supervision of staff: Manager staff performance and development, Manage staff leave plan, manage staff training needs and Manage staffing grievances and disciplinary matters.
- ENQUIRIES** : Ms T Mokgokolushi Tel No: (011) 938 0004 Walter Sisulu CYCC.

APPLICATIONS : can be delivered to- The Gauteng Department of Social Development. Walter Sisulu Child and Youth Care Centre, No 3 Modder Street, Noordgesis, 1804

FOR ATTENTION NOTE : T Mokgokolushi Tel No: (011) 938 0004.
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/218 : **ADMINISTRATIVE OFFICER: PERFORMANCE INFORMATION MONITORING AND EVALUATION REF NO: SD/2021/03/15**

SALARY CENTRE REQUIREMENTS : R257 508 per annum plus benefits
: Head Office
: A 3-year tertiary Qualification in (NQF Level 6/7) Public Management and development with 1-2 years' experience in the field of monitoring and evaluation. A Valid driver's license. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge and understanding of departmental processes and procedures regulating the monitoring and evaluation. Skills and Competencies: Report writing, Communication, Problem solving, Interpersonal, Planning and Organizing skills.

DUTIES : Provide feedback to Regions, Institutions and Head Office programme managers. Conduct region's pre-verification process of performance information monthly. Conduct compliance visit to monitor records management system. Verify and archive programme performance information. Compilation of accurate, valid and completeness detailed programme performance reports. Attend and participate in meetings, workshops, capacity building and information dissemination sessions. Provide support to the departmental planning and reporting process. Assist in capacity building on M&E policy, framework, processes and with internal stakeholders and stakeholders. Assist in conducting capacity building and workshops and sessions with the Regions, Institutions and head office and General administration duties: Filing of directorate documents i.e. reports, NPOs schedule and registers. Doing follow-ups with relevant stakeholders on assigned projects. Acquire resources for projects e.g. bookings of state vehicles.

ENQUIRIES APPLICATIONS : Mr O Mkhabela Tel No: (011) 355 7937
: can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg 2000

FOR ATTENTION NOTE : Mr O Mkhabela Tel No: (011) 355 7937 Head Office.
: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/219 : **ADMINISTRATIVE OFFICER - STRATEGIC PLANNING REF NO: SD/2021/03/16**

SALARY CENTRE REQUIREMENTS : R257 508 per annum plus benefits
: Head Office
: A 3 year tertiary qualification (NQF Level 6/7) in Public Management with 1-2 years' experience in Strategic Planning. A valid driving license. Basic knowledge and understanding of Institutional frameworks regulating Strategic Planning processes, systems and procedures in the Public Service. Basic Knowledge and understanding of Department's Strategic Planning processes, systems and procedures. Skills and Competencies: People Management and Empowerment, Client Orientation and customer focused, Reporting, Facilitation and Analytical Skills.

DUTIES : Departmental Strategic Planning Documents: Develop templates for Strategic Plan, Annual Performance Plan, Programme of Action and Quarterly reports. Facilitation of Department's Strategic Planning sessions. Analysis of Reports. Strategic Reporting and General Administrative Functions: Reconcile monthly expenditure reports, verify compensation of employees' expenditure against the budget, Provide secretarial functions during meetings, Distribute Strategic Plan, Annual Performance Plan, Programme of Action and Quarterly reports to line managers and other relevant stakeholders.

ENQUIRIES APPLICATIONS : Mr O Mkhabela Tel No: (011) 355 7937
: can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg 2000

FOR ATTENTION NOTE : Mr O Mkhabela Tel No: (011) 355 7937, Head Office.
 : The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/220 : **PERSONAL ASSISTANT: COMMUNICATIONS REF NO: SD/2021/03/17**

SALARY CENTRE REQUIREMENTS : R257 508 per annum plus benefits
 : Head Office
 : Secretariat Diploma or equivalent qualifications (NQF Level 6/7) 3-5 years' experience in rendering a support service to senior management. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. A valid drivers' license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Understanding and knowledge of Communication, Media, Marketing and Advertising. Ability to write and edit. Basic knowledge on financial administration.

DUTIES : Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the Manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES APPLICATIONS : Mr Z Jaca Tel No: (011) 355 7678
 : can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Johannesburg 2000

FOR ATTENTION NOTE : Mr Z Jaca Tel No: 011 355 7678
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

POST 08/221 : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: SD/2021/03/18 (X24 POSTS)**
 Duration: 12 Months Contract

SALARY CENTRE : R256 905 per annum (within the OSD framework) (plus 37% in lieu benefits)
 : Desmond Tutu CYCC (X2 Posts)
 : Don Mattera CYCC (X2 Posts)
 : Dr Fabian & Florence Ribeiro Treatment Centre (X4 Posts)
 : Itireleng RFCD (X2 Posts)
 : Igugulethu CYCC (X4 Posts)
 : JW Luckoff CYCC (X2 Posts)
 : Mary Moodley CYCC (X2 Posts)
 : Soshanguve Secure Care (X2 Posts)
 : Walter Sisulu CYCC (X4 Posts)

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report

		writing, Monitoring and Evaluation, Communication and People Management Skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms Jacqui Madima Tel No: 011 227 0020 / Ms Innocent Netshungani Tel No: 011 227 0105.
<u>APPLICATIONS</u>	:	can be delivered to- The Gauteng Department of Social Development 69 Commissioner Street Johannesburg 2000
<u>FOR ATTENTION</u>	:	Ms Jacqui Madima Tel No: 011 227 0020 / Ms Innocent Netshungani Tel No: 011 227 0105.
<u>NOTE</u>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 08/222</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: SD/2021/03/19</u>
<u>SALARY</u>	:	R256 905 - R485 475 per annum (within the OSD framework)
<u>CENTRE</u>	:	Zanele Mbeki Frail Care Centre
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms Z Nhlapo Tel No: (011) 817 7303
<u>APPLICATIONS</u>	:	can be delivered to- The Gauteng Department of Social Development Zanele Mbeki Frail Care Centre 3 Vlakfontein Road, Dunnottar
<u>FOR ATTENTION</u>	:	Ms Z Nhlapo Tel No: (011) 817 7303 Zanele Mbeki.
<u>NOTE</u>	:	The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<u>POST 08/223</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER (X2 POSTS)</u>
<u>SALARY</u>	:	R217 659 – R432 459 per annum (within the OSD Framework)
<u>CENTRE</u>	:	Sedibeng Region Ref No: SD/2021/03/20 (X1 Post) Tshwane Region Ref No: SD/2021/03/21 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate three-year tertiary qualification. Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating skills.
<u>DUTIES</u>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish

partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES

: Ms B Nkeane Tel No: (061) 390 2096 Sedibeng Region
Mr A Kotsedi Tel No: (012) 359 3314 Tshwane Region

APPLICATIONS

: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Sedibeng Region -03 Moshoeshe Street, Houtkop, Sebokeng

FOR ATTENTION

: Ms B Nkeane Tel No: (061) 390 2096 Sedibeng Region and, Tshwane Region -South Tower, Fedsure Building, 268 Cnr Lillian Ngoyi & Pretorius Street, Pretoria for attention Mr A Kotsedi Tel No: (012) 359 3314. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

NOTE

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).