

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 03 May 2021
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of the educational qualifications, identity document and driver's license. The specific reference number of the post must be quoted. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

MANAGEMENT ECHELON

- POST 13/142** : **CHIEF DIRECTOR: RISK AND COMPLIANCE MANAGEMENT REF NO: HO2021/04/01**
(5 Years Fixed Term Contract Performance Based)
Branch: Office of the HOD
- SALARY** : R1 251 183 per annum (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Accounting/Auditing and Risk Management. At least 5 years' experience at a Senior Management level in a Risk /Audit/ Financial Management and any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Extensive Knowledge of public sector, PFMA and Treasury Regulations; PSRF (Public Service Regulatory Framework), Risk Management Framework and Practices, General Recognised Accounting Principles; GAAP; Risk and Financial Analysis; financial management and provisioning administration. Sound working knowledge of the legislative requirements relating to ERM. Skills: Superior understanding of Integrated Risk Management principles and practices such as Corporate Governance (King IV), Code of Ethics and their incorporation into various business processes. Good communications skills (verbal and written), Interpersonal management, presentation skills, problem-solving, strong analytical, strategic ability, and conflict management skills. Valid South African driver's license is essential.
- DUTIES** : To ensure the development and the implementation of an Annual Risk Assessment Plan for the Department. Analyse Auditor General Reports and the risk management profiles of the Gauteng Department of Education (GDE) and

institutions with a view to develop the Annual Assurance Assessment Plan. Review accounting and management processes and systems to identify high risk areas. Monitor and evaluate the impact made with the implementation of recommended corrective actions following risk assessment profiling exercises. Identify transversal development needs regarding risk management practices for the GDE and make recommendations to address such developmental needs. Ensure the development and revision of the Departmental Risk Management and internal control strategies, frameworks, methodologies, policies, reporting, monitoring and evaluation mechanisms. Ensure common understanding on the transversal Departmental risk management matters as per the provincial and national risk management framework with relevant stakeholders. Develop and revise the risk management strategies and frameworks in line with the provincial and national risk management framework. Ensure the development of new methodologies, policies, procedures manual and best practices relating to risk management and internal controls. Ensure approval of the risk management strategies, framework, policies, methodologies, etc. Ensure the development of monitoring and evaluation mechanisms. Facilitate processes to conduct forensic audits in high risk areas and components where fraudulent activities are suspected. Provide risk anti-corruption and integrity management services. Based on the findings of audit processes identify areas requiring forensic auditing and develop a Forensic Audit Plan. Perform benchmarks on risk mitigation strategies and provide advice on improvement. Ensure the effective and efficient management of resources.

- ENQUIRIES** : Ms Winny Radzilani Tel No: 011 843 6540
- POST 13/143** : **CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (SEDIBENG & WESTRAND) REF NO: HO2021/04/02**
(5 Years Fixed Term Contract Performance Based)
Branch: Curriculum and Management Delivery
- SALARY** : R 1 251 183 per annum (an all-inclusive package)
CENTRE : Sedibeng West
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration, with at least a minimum of 5 years senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.
- DUTIES** : To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the Districts organisational structure to address service delivery requirements. Coordinate the management of district information. Ensure educational mandates are implemented to achieve desired educational outcomes. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the District performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure the implementation of District Operations management policies and Procedure Manuals. Implement and monitor Departmental Policies and Strategies. Ensure that information risk management, security and support protocols are implemented and adhered to. Manage and monitor School governance, training of professional staff, Registration and de – registration of schools and Determination of school norms and standards. Promote internal and

external stakeholder relationships. Ensure the benefits of an efficient and effective customer driven Chief Directorate to internal and external stakeholders. Proactively initiate and maintain solid, credible working relationships within the Department. Ensure that policy, systems and procedures to manage performance and discipline effectively are implemented.

ENQUIRIES : Mr. Hector Tsosane Tel No: (011) 843 6533

DEPARTMENT OF e-GOVERNMENT

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

APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown/ Private Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentregpg.gov.za.

CLOSING DATE : 03 May 2021

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the below-mentioned posts.

OTHER POSTS

POST 13/144 : **SENIOR LEGAL ADMIN OFFICER (MR-6) REF NO: REFS/008568**
Branch: Corporate Management

SALARY : R763 212 – R1 140 828 per annum (all-inclusive salary package OSD)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus an LLB degree coupled with a minimum of 8 years' post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years' experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver's license will be an added advantage.

DUTIES : Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing

legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professionals. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

POST 13/145 : **DEPUTY DIRECTOR: DEBTORS AND CONTROL REF NO: REFS/008561**
Directorate: Financial Accounting

SALARY : R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a SAQA recognized NQF level 6 qualification in Finance. 3-5 years' relevant experience in Financial Accounting at Supervisory /management (ASD) level.

DUTIES : To manage the sub-directorate, develop, review and implement financial accounting system and procedure in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the financial revenue, expenditure management and accounting Sub directorate. Undertake revenue, expenditure management and accounting work as required. Manage the sub directorate revenue, expenditure management and accounting. Monitor the policy and legislative framework to ensure that cognizance is taken of new development. Develop and maintain policies and processes. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Revenue management -ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management- ensure that payment for compensation of employees, goods and services, transfer, subsidies and reporting are efficiently performed. Accounting – to provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statement). Provide excellent and accurate payment management to all e-GOV Suppliers. Enhance service delivery through the alignment of expenditure with business and organisational objectives. Manage the departmental funds through the Treasury Regulations. Ensure suppliers are paid with 30 days of receipt of invoice. Manage and report monthly and quarterly on all Financial and Non-Financial Performance in compliance with the Treasury Regulations and PFMA.

ENQUIRIES : Ms. P. Makotwane Tel No: (011) 689 8898

POST 13/146 : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: REFS/008562**
Branch: ICT

SALARY : R733 257 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a recognized NQF 6 qualification in Commerce or related field. A minimum of 3-5 years' experience in experience in a service-oriented environment. Knowledge and understanding of the function of ICT in the public service, the Public Service Act, the Public Service Regulations and other governing prescripts and policies including the Batho Pele Principles. A general understanding of applications in use in in the public service, for example, SAP, PERSAL, BAS, ESS and any other systems. Very good writing skills.

DUTIES : Monitoring, tracking and reporting on service delivery within the ICT branch. Monitor, track and report on the implementation of service delivery throughout the

ICT branch. Such performance includes the implementation of findings and recommendations from audit reports, annual performance plans, operational plans, the departmental strategic plans, performance contracts, performance development plans and timeous responses to requests for information and legislature responses. Ensure there is a tracking grid which is updated daily on the achievement of deliverables. Follow up with managers where such deliverables remain outstanding and address time frames diligently. Identify challenges, areas of improvement and propose interventions. Ensure a sound administrative system with control measures are implemented throughout the ICT branch. Manage and improve partnerships with programme directorates, departments, entities and institutions. Prepare presentations in Power Point. Communicate with stakeholders. Address and resolve queries. Convene branch meetings as the secretariat. Maintain a professional demeanor and consult broadly. The ability to analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies, prescribed governance frameworks and prepare presentations as required. Track, monitor and report on the implementation of service delivery targets. A working knowledge of all stakeholders supported by the branch including partnerships with departments and entities. The ability to coordinate and convene branch meetings. An effective communicator representing the branch at various meetings when required. Addressing and resolving problems. Forward and outward thinking enhancing planning within the department.

- ENQUIRIES** : Ms. P. Makotwane Tel No: (011) 689 8898.
- POST 13/147** : **DEPUTY DIRECTOR: ACCOUNTS MANAGER REF NO: REFS/008563**
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (all-inclusive salary package)
: Johannesburg
: Matric/Grade 12 plus a recognized NQF 6 qualification in Commerce or related field. 3-5 years' experience in client care/satisfaction. Experience in customer relationship management internally and externally.
- DUTIES** : Participation in the activities of the Business Unit CRM Practitioners, Team Leaders within the designated portfolio/Account. Generate early warning of new opportunities: By combining real-time customer tracking with historical analysis, e-Gov can predict certain customer behaviours before they occur and generate an alert to the e-Gov Management. Development of process metrics for Business Units: Monitor the current status of all processes, including what activities are adhering to standards, policies and procedures. Data analysis. Establish, build up and maintain relationships with relevant stakeholders and service providers, to ensure maximum value for the e-Gov. Setting Service Standards: Enforcement of standards, policies, and procedures across the organization. Creation of single point of contact for a specific process and can track responsibility along a process. Bring together employees from separate units and cross organizational silos; Assist e-Gov to become organizationally aligned around the customer and build interfaces to the customer across the value chain. Conduct comprehensive customer satisfaction surveys to gauge customer perceptions of e-Gov service delivery levels. Determine which appropriate customers to target and serve. Creation and maintenance of the e-Gov customer database. Conduct data analysis, trend and trend analysis to enable GSS BU' to proactively respond to service delivery issues before these become problems. Monitoring of customer interactions to ensure that these add value to Customer Service requirements.
- ENQUIRIES** : Mr. O. Baloyi Tel No: (011) 689 4648
- POST 13/148** : **DEPUTY DIRECTOR: CUSTOMER SATISFACTION MANAGER REF NO: REFS/008564**
Branch: Corporate Management
- SALARY CENTRE** : R733 257 per annum (Level 11), (all-inclusive salary package)
: Johannesburg

<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus a recognized NQF 6 qualification in Commerce or related field. 3-5 years' experience in client care/satisfaction. Experience in customer relationship management internally and externally.
<u>DUTIES</u>	:	To manage the relationship between e-government and its customers and to facilitate the development of Service Delivery Improvement Plans, monitor implementation thereof, and track and reduce causes of services failures. To develop and maintain mechanism for formal liaison with Departments and provide ad hoc information requirements to Departments. Develop customer satisfaction survey and strategies to address customer satisfaction levels. Manage and update service partnering agreement and service level agreement. Provide accurate reports on customer satisfaction level, to respond and resolve matters that arise between e-Gov and departments. Generate early warning of new opportunities: By combining real-time customer tracking with historical analysis, e-Gov can predict certain customer behaviours before they occur and generate an alert to the e-Gov Management. Setting Service Standards: Enforcement of standards, policies, and procedures across the organization. Conduct data analysis, trend and trend analysis to enable GSS BU' to proactively respond to service delivery issues before these become problems. Monitoring of customer interactions to ensure that these add value to Customer Service requirements.
<u>ENQUIRIES</u>	:	Mr. O. Baloyi Tel No: (011) 689 4648
<u>POST 13/149</u>	:	<u>DEPUTY DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/008565</u> 12 Month Contract Branch: Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all-inclusive salary package) Johannesburg
<u>DUTIES</u>	:	Matric certificate plus a recognized National Diploma (NQF level 6) in Supply Chain Management/ Accounting. 3-5 years' experience at Supervisory or Assistant Director Level within IT environment. Track record in preparation and management of operational plans, business plans and budgeting. Ability to implement internal systems and control to ensure sound asset management. Manage the assets management unit by providing leadership and guidance. Monitor and manage staff development plan and performance against the achievement of Departmental objectives. Develop, manage and monitor the implementation and adherence to the Asset Management Policy. Effectively manage the assets of the e-Government as required by the Public Finance Management Act, Treasury Regulations and Asset Framework. Manage and Monitor the development and implementation of the Asset Management Strategy in line with the business plans on programmes. Develop, monitor and implement an acquisition, maintenance and disposal plans for assets. Effective Coordination of assets management activities and to report accurately on the asset within the e-Government at any point in time. Coordinate and monitor asset management initiatives in the e-Government (including off site Assets). Manage and maintain a comprehensive asset register. Manage the acquisition, losses and disposal of assets in the e-Government. Manage the annual verification of asset within e-Government. To ensure effective integration and working procedure between the Asset Management Unit, Supply Chain Management and Budget Control Unit within the department. Manage the preparation of monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register, Annual Financial Statements (AFS) and the ledger. Manage the barcode tagging, movement, disposal of assets for e-Government. To ensure officials within the asset management function are sufficiently trained on asset management function are sufficiently trained on asset management systems, processes, procedure and policies.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980

<u>POST 13/150</u>	:	<u>DEPUTY DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: REFS/008566</u> (12 Month Contract) Branch: Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all-inclusive salary package) Johannesburg Matric certificate plus a recognized National Diploma (NQF level 6) in Supply Chain Management/ Accounting field. 3-5 years' experience in SCM at Supervisory or Assistant Director Level.
<u>DUTIES</u>	:	To manage the sub-directorate, develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies. Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition Management). Manage, design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding process. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Mr. Leon Steyn Tel No: (011) 689 8400
<u>POST 13/151</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION (CLUSTER 2) REF NO: REFS/008569</u> Directorate: Cluster 2 (HRA)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus benefits) Johannesburg Matric/Grade 12 plus a SAQA recognized NQF 6 qualification in Human Resource Administration/Commerce. 2-3 years' HR transactional experience. Knowledge and implementation of HR prescripts pertaining to Conditions of Services on Persal.
<u>DUTIES</u>	:	Manage, administer and process and implement all HR basic conditions of service, benefits and appointments for the GPG. Manage the operational execution of SLA's and the utilization of resources in the HRA Unit. Quality assure HRA processes and transactions captured on Persal. Management the performance of staff, mentor, coach and support staff. Establish and maintain good customer relations with GPG Departments. And other stakeholders. Approve all HRA transactions on Persal. Resolve complex HR queries and process issues. Respond to audit queries and ensure implementation of recommendations thereof. Compile weekly, monthly, quarterly performance reports and report as required
<u>ENQUIRIES</u>	:	Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

- POST 13/152** : **ASSISTANT DIRECTOR: PAYROLL SERVICES REF NO: REFS/008572**
Directorate: Payroll Services
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)
: Johannesburg
: Matric plus Degree/National in HR/Commerce or equivalent. 2-3 years' experience in payroll related environment. Preferred: Knowledge of public sector environment and transversal systems (Persal, BAS and SAP) the following would be an added advantage: Knowledge of transversal systems as indicated. Knowledge of accounting and accounting principles would be an added advantage. Exposure in a public sector environment will be advantageous.
- DUTIES** : To authorise payment of allowances and amendments, processed by the practitioners in the Payroll Services Unit. Check and rectify transactions on exception reports. Manage staff reporting Assistant Directors. Manage, mentor and develop staff. Manage and distribution of daily work. Prioritise work in order of importance to adhere to SLA. Knowledge transferred to staff.
- ENQUIRIES** : Ms. N. Mabuza Tel No: (011) 689 8511
- POST 13/153** : **ASSISTANT DIRECTOR: COPYRIGHT AND NEW MEDIA REF NO: REFS/008573**
Directorate: Communications
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)
: Johannesburg
: Matric plus minimum of National Diploma in Journalism/Marketing/Communication or related with 2-3 years' experience in communications.
- DUTIES** : The incumbent will identify, select and acquire information for the Department's digital platforms. Research, collate, write and upload on the department's website, intranet and social media content. Knowledge and use of content management systems, updating and maintaining website, intranet and social media content. Maintain quality control across the organisation's digital platforms. Maintain formal and informal relationships with internal and external stakeholders. Coordinating web related and social media projects and activities, promote the department's social media campaigns. Evaluating website, intranet and social media and making recommendations. Enhance the organisation's digital platforms as a communication tool. Assist with other communications projects as directed.
- ENQUIRIES** : Mr. O. Baloyi Tel No: (011) 689 4648
- POST 13/154** : **ASSISTANT DIRECTOR: SYSTEM CENTRE CONFIGURATIONS MANAGER (ADMINISTRATOR) REF NO: REFS/008574**
Directorate: Operations (ICT)
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)
: Johannesburg
: Matric/Grade 12 plus a SAQA recognized NQF 6 qualification in ICT. 2-3 years' experience as a SCCM Administrator is a requirement. Well versed in Microsoft Systems Centre Management offerings, Windows Server Operating System and client operating systems, with an in-depth knowledge of networking, PowerShell scripting and SQL Queries. Understands organizational security requirements and knows how to implement security within Microsoft Systems Centre Management, SQL Server and WBEM. Has an in-depth knowledge of SCCM software release mechanism and workstation/server configurations. Understanding of network and desktop connectivity issues. An understanding of third-party management tool(s) is vital.
- DUTIES** : Installation and configuration of the primary site server for the: Discovery and installation of SCCM client systems within the E-GOV and GPG. Collection of Hardware and Software inventory. Distribution and removal of Software to and from client computers within the E-GOV and GPG. Configuration, installation and use of tools for remote diagnosis and support of client computers within the E-GOV and GPG. The on-going management, administration, and troubleshooting of the SCCM range of services features. Tracks, monitors and deletes SCCM events and status messages and escalates problems to the site trouble-shooter. Performs the

day to day management tasks required to keep Systems Management Server running. Adds and removes members from collections, defines new collections. Creates and distributes packages and advertisements. Creates and runs management reports and queries. Responsible for setting SCCM security options, defining appropriate Windows NT groups and user accounts, changing the password of system accounts and for creating MMC consoles. Prototypes packages and advertisements using the standard PC configuration and delivers working models to advertisement automation tester (QA). Designs testing strategy for software packages that need to be released into the infrastructure. Creates test plans to validate the integrity of the work of the software automation developer. Builds test scripts and documents results and provides them to the software automation developer and management. Manages the bug-tracking process. Ensures that only tested software packages are delivered to site operators for deployment to client workstations. To be the authoritative source for SCCM information and skills transfer at the GCR. To provide the Configuration Manager with current hardware and software inventory information. To provide the Release Manager with current firmware and software version/release information
 Ms. P. Makotwane Tel No: (011) 689 8898

ENQUIRIES

POST 13/155

ASSISTANT DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/008575 (X2 POSTS)

12 Month Contract
 Directorate: Finance

SALARY CENTRE REQUIREMENTS

R376 596 per annum (plus 37% benefits)
 Johannesburg
 Matric plus National Diploma/Degree in Logistics/Supply Chain Management or related qualification with a minimum of 2-3 years' experience in Asset Management, Supply Chain Management and Finance environment. Knowledge of the PFMA & Treasury Regulations.

DUTIES

Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to furniture and equipment policy and procedures of the department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilisation functionality and financial performance. Monitoring the performance of asset verification per prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters; and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES

Mr. Themba Psungo Tel No: (011) 689 6980

POST 13/156

ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: REFS/008576

12 Month Contract
 Branch: Finance

SALARY

R376 596 per annum (plus 37% benefits)

CENTRE REQUIREMENTS : Johannesburg

DUTIES : Matric certificate plus a recognized National Diploma (NQF level 6) in Supply Chain Management/ Accounting field. 2-3 years' experience in SCM.

To coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies. Coordinate (synergise), review and execute the bidding process. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required about financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees about all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

POST 13/157 : **SENIOR PRACTITIONER: HRA (SMS) REF NO: REFS/008577**
Directorate: Payroll Services

SALARY CENTRE REQUIREMENTS : R316 791 per annum (plus benefits)

CENTRE REQUIREMENTS : Johannesburg

DUTIES : Matric plus National Diploma (NQF6) in Human Resource Management or equivalent. 1-2 years' experience in the HR field. Knowledge of the MMS/SMS dispensation and Transversal system (Persal).

Render an administrative support and advisory function to all GPG MMS/SMS members, Executives and MEC's on the Package structure dispensation, appointments, promotions and conditions of service benefits. Recording of incoming mandates from GPG Departments. Provide assistance to new employees to structure their packages and re-structuring package of all employees to all GPG Departments. Recording of incoming mandates from GPG Departments. Processing of all MMS/SMS appointments, promotions, package structures and conditions of service benefits mandates. Advise MMS/SMS members on structuring of packages. Conduct entity visits to GPG Departments for training purposes. Personal visits on request to line managers to provide advice on package structuring for MMS/SMS members, HOD's and MEC's. Resolve queries for MMS/SMS members.

ENQUIRIES : Ms. N. Mabuza Tel No: (011) 689 8511

POST 13/158 : **SENIOR FINANCIAL OFFICER REF NO: REFS/008578**
Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS : R316 791 per annum (plus benefits)

CENTRE REQUIREMENTS : Johannesburg

DUTIES : Matric plus a National Diploma/ Degree in Accounting or Finance related qualification. 1-2 years' relevant experience in Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. Knowledge of BAS and SAP system. Knowledge of Treasury Regulations.

Creditors Payments – ensure that supplier payments are made within 30 days of receipt of invoice by the department. Funds request accurately after all three amounts from BAS, PERSAL and the opening bank balance have been taken into consideration to avoid unauthorised bank overdraft after every payment run. Verify

Invoices from the verifier. Receive invoices on process director and verify them against the vendor profile. Verify Invoices from the verifier. Display the invoice and check banking details against the given purchase order. Check if Goods Received Voucher has been captured and if it equals the invoice amount. Check if invoice number is not altered before posting. Verify the payment method, that an invoice is not captured as a credit note. Verify the supplier name against the vendor profile. Validate and account for before the execution of the payment run. Sign off the schedule as evidence that all invoices have been inspected and checked against the open items on SAP. Request Funds from Treasury by checking the disbursed amounts on BAS and on Persal also check the PMG bank statement opening balance compile the funds request with all the supporting documentation submit for signatures submit to Treasury and file copy. Prepare monthly 30 Days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be inclusive in the accruals.

- ENQUIRIES** : Ms. P. Makotwane Tel No: (011) 689 8898
- POST 13/159** : **SENIOR ADMIN OFFICER: ASSET MANAGEMENT (GBN) REF NO: REFS/008579 (X2 POSTS)**
12-Month Contract
Directorate: SCM
- SALARY** : R316 791 per annum (plus 37% benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus equivalent NQF 6 related qualification with a minimum of 1-2 years in Asset Management, Supply Chain and Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant statutory laws.
- DUTIES** : Ensure the maintenance, accurate and complete asset register of the entire department. Prepare the reconciliation of assets procured on monthly basis between BAS/SAP and asset register. Report on Asset Management assist in preparation of financial statement and assist in asset related audit (external and internal). Assist in the development and implementation of the Asset Management strategy and policy in line with e-Government operational plan.
- ENQUIRIES** : Mr. T. Psungo Tel No: (011) 689 6980
- POST 13/160** : **SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT) REF NO: REFS/008580 (X3 POSTS)**
12-Month Contract
Directorate: SCM
- SALARY** : R316 791 per annum (plus 37% benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus equivalent NQF 6 related qualification with a minimum of 1-2 years in Procurement.
- DUTIES** : To support E-GOV. in execution of functions in terms of PFMA and Treasury Regulations and to ensure that all functions of Supply Chain Management are performed. Ensure compliance of buyers to procurement policies and procedures. Ensure that goods and services meet user requirements. Ensure SLA compliance. Interact with vendors and customers to sort out queries. Release PO's up to the value of R30 000.00 – this involves checking and approving that all information contained in the PO files are accurate. Ensure that the buyers are capturing the correct info onto the SAP system.
- ENQUIRIES** : Mr. Leon Steyn Tel No: (011) 689 8400
- POST 13/161** : **SENIOR ADMIN OFFICER: CONTENT ADMINISTRATOR REF NO: REFS/008581**
Directorate: Applications Development
- SALARY** : R316 791 per annum (plus benefits)
CENTRE : Johannesburg

- REQUIREMENTS** : Matric plus a National Diploma/Degree in IT. Experience is required in content and content publishing. 1 to 2 years' experience with web content is required. Experience with web and portal development would be advantageous.
- DUTIES** : Receive and quality check content from the sites provided by the various content owners and content developers. Deploy or post content within the required service level agreements. Ensure that the quality of the content is maintained. Ensure that content is always current and highlight areas of concern. Provide technical advice to content owners in terms of specifications, format, grammar and aspects of content management.
- ENQUIRIES** : Ms. P. Makotwane Tel No: (011) 689 8898
- POST 13/162** : **PRACTITIONER: LABOUR RELATIONS REF NO: REFS/008582**
Directorate: HRM
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (plus benefits)
: Johannesburg
- REQUIREMENTS** : Matric certificate plus NQF level 6 qualification in Human Resource Management or related, with 1-2 years' experience in the Labour Relations field. Knowledge in handling disciplinary matters and/ disputes. Computer literacy, Customer Relations Management, ability to report outcomes on queries and Public sector experience is recommended.
- DUTIES** : The incumbent will be required to provide skilled LR administrative service to Labour Relations business unit. Receive, register and acknowledge incoming correspondence. Co-ordination of schedules and activity reports in relation to Grievance meetings. Attend relevant meetings, take minutes and distribute within two working days. Completion of ad hoc projects within time frames as agreed upon including but not limited to projects. IR spreadsheet and compile the monthly reports. Maintain and submit a register on precautionary suspensions. Maintain and consolidate quarterly reports and evidence portfolios. Register, track and facilitate incoming misconduct cases and disputes. Assist in the logistical arrangement of hearings and standing committee meetings. Assist in preliminary investigations for grievances and misconduct cases. Offer Labour Relations advice to both managers and employees. Secretary in grievance and unit's meetings.
- ENQUIRIES** : Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 13/163** : **CLINICAL MANAGER GRADE 1 REF NO: REFS/006546 (X1 POST)**
Directorate: Office of the CEO
- SALARY CENTRE REQUIREMENTS** : R1 173 900 - R1 302 849 per annum (all-inclusive package)
: Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : MBCHB or equivalent, plus current registration certification with HPCSA as a Medical Practitioner. A minimum of 4 years' appropriate experience as a Medical Officer after registration as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. A valid driver's license (code B/EB) is an inherent requirement. Competency and skills in clinical domain: computer literate, sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (word, excel, outlook, power point). Must be willing to work under pressure and stressful situations.
- DUTIES** : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance protocols. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the provincial and National Standards. Assist with implementation of ideal hospital realisation and maintenance framework in the hospital. Develop, implement and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/ disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and

	:	drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.
<u>ENQUIRIES</u>	:	Mr. P.M. Sofohlo (CEO) Tel No: 011 951 6161
<u>APPLICATIONS</u>	:	Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications, drivers license, HPCSA registration as a Medical Practitioner and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected Personal Suitability check (PSC)-(Reference and Qualification verification. The recommended candidate may be subjected to medical surveillance as required by Occupational Health and safety Act 5 of 1993.
<u>CLOSING DATE</u>	:	03 May 2021
<u>POST 13/164</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 37/2021</u> Directorate: Anaesthesiology
<u>SALARY</u>	:	R1 106 040 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB & FCA or equivalent as a Specialist with the Health Professions Council of South Africa. Strong leadership, training and organizational skills.
<u>DUTIES</u>	:	The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocated. The incumbent will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.
<u>ENQUIRIES</u>	:	Prof. S Spijkerman Tel No: 012 354 1510
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	03 May 2021
<u>POST 13/165</u>	:	<u>MEDICAL SPECIALIST REF NO: CHBAH 400 (X3 POSTS)</u> (Orthopaedic Surgery)
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific

outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES : Dr K Mustafa Tel No: (011) 933 9154/8154

APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 07 May 2021

POST 13/166 : **MEDICAL SPECIALIST REF NO: CHBAH 401 (X5 POSTS)**
(Obstets and Gynae)

SALARY : Grade 1: R1 106 040 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES : Dr S Mankupane Tel No: (011) 933 9154/8154

- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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 of 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). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 07 May 2021
- POST 13/167** : **MEDICAL SPECIALIST REF NO: CHBAH 402**
- SALARY CENTRE** : Grade 1: R1 106 040 annum (All-inclusive package)
Chris Hani Baragwanath Academic Hospital:
Internal Medicine Department (X2 Posts)
Neurology (X1 Post)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Dr N Soma Tel No: (011) 933 9154/8154
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main

NOTE

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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 of 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). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 07 May 2021

POST 13/168

: **MEDICAL SPECIALIST REF NO: CHBAH 403**

SALARY CENTRE

: Grade 1: R1 106 040 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital:
: Anaesthetics Department (X1 Post)

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES APPLICATIONS

: Dr K Mustafa Tel No: (011) 933 9154/8154
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 07 May 2021

POST 13/169 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: CHBAH 404 (X1 POST)**
Directorate: Pharmacy

SALARY CENTRE REQUIREMENTS : R897 936 per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: B. Pharm. Degree. Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. A minimum of 5 years' experience as a pharmacist post registration with the SAPC. Project management skills. Computer literacy. Team building and leadership skills. An in-depth understanding of the National Drug Policy, all pharmacy related legislation and the Public Finance Management Act. A qualification in management and previous relevant work experience as supervisor or manager will be an advantage.

DUTIES : Overall management of the pharmacy, including the satellite pharmacies. Provide financial, budget and expenditure control. Must comply with the provisions of the relevant prescribed Acts and the PFMA to the extent that it is applicable to the official. Development and management of relevant Standard Operating Procedures. The effective and efficient operations management (including medicine supply management, IT and infrastructure and equipment management). Overall responsibility and accountability for drug supply management to ensure safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the provision of strategic direction to the pharmacy. Must have project management skills. Participate in the smooth running of the institutional Pharmacy and Therapeutics Committee (PTC). Coordination of training and development of pharmacy personnel. Ensure and manage the provision of quality, effective and efficient clinical pharmaceutical services. The management role also involves the promotion of public health, compliance with the six quality priorities and the Batho-Pele Principles. Deputise for the deputy manager and manager. Be available for on-call after hour and weekend service. Be involved in the continuous improvement projects to address service delivery challenges. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate pharmaceutical care. Initiate and

participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care matters. Develop and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of pharmaceutical guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be able to relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)

- ENQUIRIES** : Mr. T.J Ehirim Tel No: (011) 933 9928/8797
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 07 May 2021
- POST 13/170** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 405**
- SALARY** : R821 205 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital:
Neurosurgery (X2 Posts)
Orthopaedic Surgery (X6 Posts)
Urology (X1 Post)
ENT (X3 Posts)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by

providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Dr K Mustafa Tel No: (011) 933 9154/8154
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 07 May 2021

POST 13/171

: **MEDICAL OFFICER REF NO: CHBAH 406**

**SALARY
CENTRE**

: Grade 1: R821 205 per annum (All-inclusive package)
 : Chris Hani Baragwanath Academic Hospital:
 : Obstets and Gynae (X5 Posts)
 : Paediatrics (X11 Posts)

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of

		patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES</u>	:	Dr S Mankupane Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	07 May 2021
<u>POST 13/172</u>	:	<u>MEDICAL OFFICER REF NO: CHBAH 407</u>
<u>SALARY</u>	:	Grade 1: R821 205 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital: Internal Medicine Department (X2 Posts) Cardiology (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

- ENQUIRIES APPLICATIONS** : Dr N Soma Tel No: (011) 933 9154/8154
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 07 May 2021
- POST 13/173** : **MEDICAL OFFICER REF NO: CHBAH 408**
- SALARY CENTRE** : Grade 1: R821 205 per annum (All-inclusive package)
 : Chris Hani Baragwanath Academic Hospital:
 Anaesthetics Department (X5 Posts)
 Intensive Care Unit (X17 Posts)
 Accident and Emergency (X2 Posts)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES APPLICATIONS** : Dr K Mustafa Tel No: (011) 933 9154/8154
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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 of 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). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 07 May 2021

POST 13/174 : **REGISTRAR REF NO: CHBAH 409**

SALARY : R821 205 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital:
General Surgery (X1 Post)
Neurosurgery (X2 Posts)
Orthopaedic Surgery (X6 Posts)
Paediatric Surgery (X1 Post)

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Primaries, ATLS and BSS in relevant department. Registrars must. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g.

Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

- ENQUIRIES** : Dr K Mustafa Tel No: (011) 933 9154/8154
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 07 May 2021
- POST 13/175** : **REGISTRAR REF NO: CHBAH 410**
- SALARY** : R821 205 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital:
Obstets and Gynae (X8 Posts)
Paediatrics (X4 Posts)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Part 1. Six (6) must experience as Medical Officer in a training institution in a relevant department or twelve (12) months outside the training institutions in a relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in

the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Dr S Mankupane Tel No: (011) 933 9154/8154
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by

the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 07 May 2021
- POST 13/176** : **REGISTRAR REF NO: CHBAH 411**
- SALARY** : R821 205 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital:
Internal Medicine Department (X2 Posts)
Psychiatry Department (X2 Posts)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Part 1. Six (6) must experience as Medical Officer in relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Dr N Soma Tel No: (011) 933 9154/8154
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 07 May 2021
- POST 13/177** : **REGISTRAR REF NO: CHBAH 412**
- SALARY CENTRE** : R821 205 per annum (All-inclusive package)
Chris Hani Baragwanath Academic Hospital:
Anaesthetics Department (X8 Posts)
Accident and Emergency (X1 Post)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Diploma/Part 1 in relevant department. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizens or permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES : Dr K Mustafa Tel No: (011) 933 9154/8154

APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, certified 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 of 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). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 07 May 2021

POST 13/178 : **FORENSIC MEDICAL REGISTRAR REF NO: REFS/008536 (X1 POST)**
Directorate: Forensic Medical Services

SALARY : R821 205 – R858 711 per annum (all-inclusive package)

CENTRE : Pretoria FPS

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Registrar (Medical). This is a post-graduate training position on the Joint Staff Establishment of the Gauteng Forensic Pathology Service (Southern Cluster) and the Department of Forensic Medicine and Pathology, University of the Witwatersrand. Ability and willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; A valid driver's license; Ability to perform medico-legal death investigations, including performance of forensic autopsies; Ability to give evidence in courts; Ability to lecture; Computer literacy (MS Word, Outlook, Excel and PowerPoint); Good working knowledge of relevant FPS legislation and policies; Planning to specialize in Forensic Pathology Good written and verbal communication skills and interpersonal skills.

DUTIES : Providing comprehensive medico-legal investigation of death services, inclusive of death scene attendance, after-hour services during the week and over weekends, performance of forensic post mortem examinations including medico-legal autopsies, preparation of relevant medico-legal reports and Court attendance; Active participation in own MMed research activities within the Department; Training in the performance of microscopic histopathological examinations and training on relevant cases; Supporting the implementation of a standardized, quality forensic pathology service by providing training for professional and support

staff; Participation in teaching, research and learning activities in the Department; Assisting the Head: Clinical Unit in academic and management duties. Rendering other related professional services and duties as may be assigned from time to time.

ENQUIRIES : Prof G Saayman cell @ (083) 250 6252
APPLICATIONS : must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department reserve the right to fill and not to fill the advertise post.

CLOSING DATE : 07 May 2021

POST 13/179 : **ASSISTANT MANAGER SPECIALTY TRAUMA, EMERGENCY AND OPD (X1 POST)**
Directorate: Nursing

SALARY : R614 991 – R692 166 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : A minimum of ten (10) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC. At least 6 years of the 10 years referred above should be relevant experience after obtaining the post basic qualification. At least 3 years of the ten years' experience in nursing should include experience in nursing management. Registration with the South African Nursing Council and have valid SANC receipt. Basic nursing diploma/ degree as a professional nurse and basic Midwifery. Valid South African ID/ and passport. Basic computer literacy. Have a valid driver's license. Demonstrate basic understanding of Human Resource, finance, policies and practices. Ability to work under pressure.

DUTIES : The incumbent will work under the direct supervision of the Deputy Manager nursing. The supervision of quality nursing care both day and night according to the scope of practice. Adhere to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communicating with all managers regarding issues of health care provided by various groups. Ensure adherence to work ethics. Ensure adherence to Batho-Pele principles. Ensure the implementation of all quality and other mandatory priorities. Will be part of hospital management team. Check availability of beds and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.

ENQUIRIES : Ms. K. Tinghiti Tel No: 011 812 8313
APPLICATIONS : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the

		Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
<u>CLOSING DATE</u>	:	07 May 2021
<u>POST 13/180</u>	:	<u>CHIEF PHYSIOTHERAPIST (X1 POST)</u> Directorate: Allied
<u>SALARY</u>	:	Grade 1: R466 119 – R517 326 per annum Grade 2: R532 959 – R591 510 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A bachelor's degree or equivalent qualification in Physiotherapy. Independent registration with HPCSA, current/ annual registration with HPCSA as a Physiotherapist. Three years working experience, excluding one year of community service. Computer literacy is highly recommended. Knowledge in the relevant policies, protocols and guidelines. Be able to work in a multidisciplinary team. Plan and implement health awareness campaigns and staff in service trainings.
<u>DUTIES</u>	:	Plan and implement a cost effective, sustainable Physiotherapy service. Apply knowledge of evidence-based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist with supervision and training of other staff members. Implement and manage the performance management and development systems in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective record keeping, accurate statistics collection and analysis thereof. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meetings, teams meetings, committee meetings and multidisciplinary meetings. Take on a leadership role and attend meetings and hospital functions in the absence of the Head of Department. Promote and retain good working relationship with referring facilities.
<u>ENQUIRIES</u>	:	Ms. M.M Motsele Tel No: 011 812 8406
<u>APPLICATIONS</u>	:	should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
<u>NOTE</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
<u>CLOSING DATE</u>	:	07 May 2021
<u>POST 13/181</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (PREVENTION OF INJURIES AND NON- NATURAL DEATHS) REF NO: REFS/008557</u> Directorate: Clinical Forensic Medical Services
<u>SALARY</u>	:	Grade 1: R444 276 - R500 031 per annum (including benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification Degree/Diploma in Nursing. A minimum of 7 years' appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3 – 5 years working experience in clinical Forensic Medicine. Current registration with South African Nursing Council. Valid driver's license. Be computer literate Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA other relevant legislative framework that govern Clinical Forensic Medicine.
<u>DUTIES</u>	:	To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particular

cases of trauma and injuries. To ensure good clinical –practice for prevention of injuries and non- natural deaths. To promote quality of clinical care are as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of polices and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders including NGOs tertiary and research institutions. Facilitate training pertaining to injury prevention strategies. Conduct research on causes of injuries and non- natural deaths and implement prevention strategies Facilitate and / or conduct education and awareness to communities. Develop guidelines on strategic framework on prevention of injuries and non- natural deaths. Liaise with stakeholders as part pf a team for the comprehensive management of victims of crime. Manage projects as assigned.

ENQUIRIES APPLICATIONS : Ms. P Thango cell @ (071) 602 1960
 : must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department reserve the right to fill and not to fill the advertise post.

CLOSING DATE : 07 May 2021

POST 13/182 : **PROFESSIONAL NURSE (SPECIALTY- ICU) (X1 POST)**
 Directorate: Nursing

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 333 – R579 696 per annum

CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic nursing diploma/ degree qualification accredited with SANC. Registration with the South African Nursing Council and have valid SANC Receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. A minimum of four years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Computer literacy will be an added advantage. Knowledge of all legislation relevant to health care service.

DUTIES : The incumbent will work under the direct supervision of the operational manager in his/her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards as well as set rules and regulations of nursing in his/her area. Promotion of professionalism and leading by example at all times. Co-ordination of activities of other health team members. The incumbent will be a shift leader of the nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

ENQUIRIES APPLICATIONS : Ms. K. Tinghisi Tel No: 011 812 8313
 : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing

date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

CLOSING DATE : 07 May 2021

POST 13/183 : **PROFESSIONAL NURSE SPECIALTY (TRAUMA) (X1 POST)**
Directorate: Nursing

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum

CENTRE : Far East Rand Hospital

REQUIREMENTS : Basic qualification accredited with SANC. Registration with the South African Nursing Council and have a valid SANC receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. A minimum of four years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Valid South African ID/ and valid passport. Computer literacy will be an added advantage. Knowledge of all legislation relevant to healthcare service.

DUTIES : The incumbent will work under the direct supervision of the operational in his/her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her area. Promotion of professionalism and leading by example at all times. Co-ordination of activities of other health team members. The incumbent will be a shift leader of the nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

ENQUIRIES : Ms. K. Tinghisi Tel No: 011 812 8313

APPLICATIONS : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE : 07 May 2021

POST 13/184 : **CLINICAL NURSE PRACTITIONER (CCMT) REF NO: 09/2021 (X2 POSTS)**
Directorate: Nursing

SALARY : R383 226 per annum

CENTRE : Kopanong Hospital

REQUIREMENTS : Grade 12 Certificate plus R425 qualification, Diploma /Degree in Nursing or equivalent that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care - PHC). Registration with the South African Nursing Council and have valid SANC receipt. A minimum of seven (2) years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. Evidence of short course e.g. HIV, TB, STI, PMTCT and NIMART, NIMDR will be an advantage. Valid South African ID/ and valid passport. Basic computer literacy. Demonstrate basic understanding of Human

- Resource, finance, policies and practices. Ability to work under pressure and independently.
- DUTIES** : Ensure provision of a high quality nursing care that is holistic and is patient centered, ensuring that nursing care provided is within the scope of practice of nurses and the legal frame work. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing skills. Work as a part of multidisciplinary team to ensure quality nursing care. Identify risk factors and maintain a therapeutic environment for patients and staff in the ward. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Be able utilize physical and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Compile statistics.
- ENQUIRIES** : Ms ME Polo Tel No: (016) 428 7117
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
- NOTE** : Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, certified copies of ID and qualifications not Older than six months must be submitted. People with disabilities are encouraged to apply. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to Medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993
- CLOSING DATE** : 03 May 2021
- POST 13/185** : **LECTURER GRADE 1 (CLINICAL COORDINATOR) REF NO: NURSING 10/2021 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R383 226 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Nursing Education Science that is registered with SANC. Candidate must have a minimum of five years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC. Certificate in computer literacy is required. Good communication, supervisory, report writing, and presentation skills. Health service management and staff development experience will be an added advantage.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Monitor, coach and mentor staff in delivery of quality patient care in the units according to nursing education, practice standards and National Core Standards and Health Department goals and objectives. Identify in-service training needs for all nursing personnel across the hospital. Plan, implement, monitor and evaluate in-service training programs. Orientate and induct newly appointed staff. Plan, coordinate, facilitate and monitor clinical learning exposure in various clinical settings for individual nursing personnel. Coordinate skills development program and implementation of continuing professional development (CPD) for nurses and midwives. Participate in relevant research projects in the wards and education and training. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms ME Polo Tel No: (016) 428 7130

APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

NOTE : Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, certified copies of ID and qualifications not Older than six months must be submitted. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE : 03 May 2021

POST 13/186 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: SBAH 40/2021**
Directorate: Human Resources Management

SALARY : R376 596 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12. NQF 7 or equivalent qualification in Employee Relations or Labour Law
A minimum of 5 years' experience in Labour relations Solid working knowledge of the principles and practices of employee and labor relations In-depth knowledge and application of Labour Relations Act, BCEA, Skills Development Act, PSCBC Resolutions Demonstrable experience in developing and executing programs that measurably impact positive employee relations MS Office applications. Key Skills and Competencies. Strong written and verbal communication skills. Planning and organizational skills attention to detail data analysis and management sound judgment and decision-making skills report writing skills.

DUTIES : Identify and drive philosophies and programs to foster constructive employee relations and ensure the hospital's approach to the employees is fair, respectful and consistent. Gather, analyze and interpret data and metrics to develop recommendations and strategies to facilitate positive employee relations and engagement Identify risks and challenges to the employee-employer relationship Developing programs, policies and procedures to promote fair and equitable employee relations and business decisions. Ensure employment policies and practices comply with relevant employment regulations. Oversee company-wide application of workplace policies and procedures. Assist with the development and implementation of diversity, equity and inclusion programs advise management on employee relations. Partner with HR on complex employee relations issues. Provide guidance to employees on employee relations issues and workplace practices. Receive, evaluate and respond appropriately to employee concerns. Conduct investigations of complaints and recommend corrective actions. Oversee, review and advise on employee grievance and disciplinary processes. Respond to, manage and resolve conflict design and drive training sessions and interventions to meet employee needs and hospital's objectives stay current with employee relations trends, regulations and legal requirements.

ENQUIRIES : Mr.PM Motsweni Tel No: 012 354 2235

APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 03 May 2021

POST 13/187 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: SDHS/2021/30 (X1 POST)**
Directorate: Logistics

SALARY : R376 596 – R454 920 per annum plus benefits

CENTRE : Sedibeng District Health Services

REQUIREMENTS : A national diploma / degree in Public Management / Administration or appropriate qualification (NQF-level 6/7) with minimum 5 years relevant experience in Logistics environment (3 years of the above should be Logistic Supervisor) or Grade 12 certificate or equivalent with more than 10 years' relevant experience in the Logistics environment (3 years of the above should be as Logistics Supervisor). A

		Valid driver's license. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and understanding of Government procurement processes and Logistics processes. Project management. Good financial management. Managerial and Leadership skills. Communication with the ability to motivate and direct people. Problem solving and conflict management. Must be computer literate (MS Office). (Effective written and verbal communication, analytical and report writing skills, teambuilding and the ability to work under pressure.
<u>DUTIES</u>	:	Manage Logistics and Support Departments including FMU within the District i.e. (Laundry, Transport, Cleaning, Registry, Property caretakers, Security services and FMU). Monitor compliance to finance and procurement processes as well as the maintenance. Plan, organize and control administrative activities pertaining to all logistics activities. Liaise and interact with stakeholders and manage customers. Monitor and report on proper implementation of the National Core Standard required by the institution. Participate inter and intradepartmental committees that deals with issues of Logistics services etc. Provide guidance to subordinates and monitoring their performance timeously, maintain discipline and sound labour relations practices within logistics. Monitor performance and evaluation of staff. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human Resource matters.
<u>ENQUIRIES</u>	:	Mr. L. Mahlangu Tel No: 016 950 6000
<u>APPLICATIONS</u>	:	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.
<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>	:	07 May 2021
<u>POST 13/188</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: KOP 11/2021 (X1 POST)</u> Directorate: Radiography
<u>SALARY</u>	:	Grade 1: R317 976 per annum (plus benefits) Grade 2: R372 810 per annum (plus benefits) Grade 3: R439 164 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade twelve plus a National Diploma / Degree in Diagnostic Radiography. Proof of original registration with the HPCSA and current registration as an independent Diagnostic Radiographer must be attached. Must have completed Community service as per requirements of the Professional body. Computer literacy. Must have knowledge of public service legislation and policies.
<u>DUTIES</u>	:	Partake in 24 hour radiographic services according to the scope of profession. Be part of standby / overtime allocation. Perform QA / QC tests as per requirements of radiation control. Carry out duties delegated by the departmental management. Adhere to infection control protocols. Ensure protection of confidential patient

	:	information. Adhere to record keeping protocols. Be actively involved in in-service training and CPD activities.
<u>ENQUIRIES</u>	:	Ms Kharodi ME Tel No: (016) 428 7053
<u>APPLICATIONS</u>	:	Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
<u>NOTE</u>	:	Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents , CV, certified copies of ID and qualifications not Older than six months must be submitted to: People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
<u>CLOSING DATE</u>	:	03 May 2021
<u>POST 13/189</u>	:	<u>OCCUPATIONAL THERAPIST GRADE1 (X1 POST)</u> Directorate: Allied
<u>SALARY</u>	:	R317 976 – R361 872 per annum R372 810 – R426 291 per annum R439 164 – R532 959 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Grade 12. A degree in Occupational Therapy. Independent registration with HPCSA, current /annual registration with HPCSA as an Occupational Therapist. A dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Must have interest/ experience in the paediatric OT and ECI. Computer literacy is highly recommended. Knowledge in the relevant policies, protocols and guidelines. Be able to work within multidisciplinary team. Plan and implement health awareness campaigns and staff in service trainings.
<u>DUTIES</u>	:	Provide Occupational Therapy services to both in and out patients through efficient and professional assessment and treatment within various areas of the hospital. Complete monthly statistics and treatment and other administrative duties. Provide mentorship and guidance to community service therapists and students. Make appropriate referrals when necessary. Adhere to record keeping standards and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g Batho-pele Principles. Patient rights.
<u>ENQUIRIES</u>	:	Ms. A. Jagannath Tel No: 011 812 8406
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
<u>NOTE</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
<u>CLOSING DATE</u>	:	07 May 2021
<u>POST 13/190</u>	:	<u>CLINICAL TECHNOLOGIST GRADE1 REF NO: SBAH 38/2021</u> Directorate: Critical Care
<u>SALARY</u>	:	R317 976 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	A National Diploma or BTech in Clinical Technology- Specialized Category Critical Care. Registration with HPCSA as a Clinical Technologist- Specialized Category Critical Care. Registration with the HPCSA as Clinical Technologist in Critical Care

(Supervised/Independent/Private Practice). Competencies (Knowledge/Skills): Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.

DUTIES : Provision of Specialized Critical Care diagnostic and investigative services within the Critical Care Unit and according to SBAH's protocols i.e. Mechanical Ventilation, ROTEM, Cellsaving. Administration of Nitric Oxide etc. Willing to learn and perform new procedures. Teach and perform practical assessments with students. Monitor and maintain equipment. Maintain good infection control. Order stock and manage. Engage in continuous Professional Development.

ENQUIRIES : Mr.AM Khomo Tel No: 012 354 4151
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 03 May 2021

POST 13/191 : **MEDICAL NATURAL SCIENTIST/STUDY COORDINATOR REF NO: SBAH 39/2021**
Directorate: Medical Oncology

SALARY : R317 976 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Appropriate Qualification (Registration with a Health Professional Body is preferred). Experience as a clinical trial Study Coordinator is preferred. Computer skills: Knowledge of Electronic Case Report Systems and Study Portals is preferred, Well-developed interpersonal and communication skills. Ability to work to strict timelines and follow procedure instructions exactly. Able to understand and communicate well in English: written and spoken language, demonstrated ability to work in a team environment.

DUTIES : Clinical Trial Protocol required activities and procedures according to ICH/GCP guidelines for the execution of clinical trials related duties on global, local and investigator driven levels. Includes, but is not limited to clinical trial patient interaction and co-ordinating study procedures according to the clinical trial protocol, Data collection and completion of CFRs/eCRFs and booking of patient visits. Liaising with external client's e.g. pharmaceutical company representatives, monitors and inspectors. Liaising with local and central labs as well as management of results as required. Liaising with local and central imaging facilities as well as management of results as required, Prepare and submit regulatory documents.

ENQUIRIES : Dr RM Khanyile Tel No: 012 354 1054
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 03 May 2021

POST 13/192 : **COMPUTER OPERATOR REF NO: SBAH 41/2021**
Directorate: Information and Communication Technology

SALARY : R316 791 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A Degree in IT or A Recognized National Diploma (NQF Level 6) in IT or equivalent qualification. At least three year's working experience working experience in the IT field as an IT Technician. The industry recognized certifications such as MCSE/MCITP, A+, Security+, ITIL as well as other IT governance framework will

be an added advantage. A valid driver's license and own transport is compulsory. Experience in Medicom, BAS, TRANVERSAL System, Microsoft packages, Helpdesk software will be preference. Good Communication and interpersonal skills is required. Knowledge of VCE and Vblocks, Azure, good attendance profile will be an advantage. Good planning, self-discipline skills and customer service is highly recommended.

DUTIES : Respond/resolve end user request/problems in a prompt/professional manner. Inform end user of actions required to resolve problem. Follow-up complaints of requests not resolved, Assists with the deployment of end user peripherals as well as workstation. Complete special projects as assigned or assists other team members in the completion of projects or support issues as necessary. Manage all open issues and requests. Support and maintain end user problems, troubleshooting and handle multiple priorities simultaneous. Prioritize, identify, research, and resolve technical problems. Troubleshoot functional and technical incidents occurring within SBAH environment. Excellent working knowledge of computerized production systems. Evaluate and resolve all end user peripherals issues related to hardware and software issues. Escalate warranty repairs for peripherals to appropriated vendor call centers. Assists in network issues. Escalate warranty repairs for peripherals to appropriated vendor call centers. Assists in network connectivity to all SBAH and remote offices. Provide support to users on technical related issues peripheral support computers (Desk & Laptops) printers, scanners, IP phones, etc. Provide support for multifunction and high-volume printers (Print, fax, and scan). Apple Macintosh support. Provide basic troubleshooting of corporate networks such as but not limited to local area network (LAN), wide area network (WAN), 3G& WIFI. Follow up on priority calls. Update and maintenance of knowledge base and Technical documents. Monitoring of calls to maintain effective service support. Plan and perform appropriate procedures, documentation, and inventory assessment, and other procedures related to ICT. Maintain high levels of professionalism and maintain a helpful attitude. Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk. The appointee will be expected to perform standby and after hour duties. Set up and connect Audio/Visual equipment in the boardrooms and auditoriums. The candidate must always remain friendly and helpful towards users, even when working under pressure and adhere to Batho Pele Principles.

ENQUIRIES : Mrs.L.M Kaston Tel No: 012 354 3929
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 03 May 2021

POST 13/193 : **PRODUCTION SOCIAL WORKER GRADE 1 (X1 POST)**
 Directorate: Allied

SALARY : R257 592 – R298 614 per annum
 R316 794 – R363 801 per annum
 R384 228 – R445 425 per annum
 R472 551 – R581 178 per annum

CENTRE : Far East Rand Hospital
REQUIREMENTS : Grade12. A bachelor's degree or equivalent qualification in Social Work. Computer literacy (Power point and excel) will be an added advantage. Good communication, report writing skills and problem solving skills. Valid registration with SACSSP. Relevant experience in the social work field and Health Care services. Knowledge in the relevant policies, protocols and guidelines. Be able to work within multidisciplinary team.

DUTIES : Conduct psycho-social assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work and social welfare fields. Perform all the

administrative functions required of the job. Submission of weekly and monthly statistics and progress reports to the supervisor. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for Social Work Services. Attend all relevant internal and external meetings. Ensure continuous professional development activities.

ENQUIRIES : Ms. N. Ntabane Tel No: 011 812 8421
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
CLOSING DATE : 07 May 2021

POST 13/194 : **SENIOR COMMUNITY LIAISON OFFICER REF NO: SDHS/2021/29 (X3 POSTS)**
 Directorate: Mental Health

SALARY : R257 508 – R 303 339 per annum plus benefits
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12. Tertiary qualification or equivalent with 3years or more experience working with Community, health promotion. Computer Literacy – MS Office (Word, Excel, Outlook & PowerPoint). Flexibility and ability to adapt to changes. Coordination and Supervision skills. Good communication skills (Written and Verbal). Strong interpersonal relationship skills. Experience in working with community structures such as Non-Profit Organizations and NGO's Ability to liaise with stakeholders within the District. Must have a valid code 8 or 10 driver's license.

DUTIES : Provide support and guidance to Sub-District Health Promotion Staff for the implementation of Mental Health Programmes. Participate in operational Planning and implementation of strategies to meet sub-District objectives. Coordinate Mental Health Campaigns. Support the implementation of Ideal Clinics. Prepare weekly, Monthly, Quarterly Plans and Reports. Show quality improvements of the programmes. Coordinate management of information, communication (IEC) Material within their Sub-District. Assist Disease Outbreak Respond Teams. Take part in engaging the community on matters relating to Mental Health. Organize and Conduct Mental Health Trainings within the District & Sub-Districts. Carry out other relevant duties as may be delegated by the Programme manager. Establish and maintain support groups within the District. Take part in Gauteng turnaround strategy. PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES : Mr. N.A Mbele Tel No: 016 950 6000
APPLICATIONS : 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** : 07 May 2021
- POST 13/195** : **PROFESSIONAL NURSE – GENERAL REF NO: NURSING 05/2021 (X3 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 per annum (plus benefits)
Grade 2: R315 963 per annum (plus benefits)
Grade 3: R383 226 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC as a Professional nurse must be available. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must be computer literate, have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of the National Core Standards, Batho-Pele principles, Ministerial Priorities and Patients' rights.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Perform a clinical nursing practice in accordance with the nursing standards as determined by the Health Facility. Promote quality of nursing care as directed by the professional Scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other Clinicians, including report writing when required. Work as part of the Multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial or religious differences. Be able to plan and organize own work and support other personnel to ensure quality nursing care. Display caring attitude towards patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations. Be supportive to the manager to achieve the goals of the unit and that of the hospital.
- ENQUIRIES** : Ms Polo ME Tel No: (016) 428 7130
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
- NOTE** : Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, certified copies of ID and qualifications not Older than six months must be submitted. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
- CLOSING DATE** : 03 May 2021
- POST 13/196** : **PROFESSIONAL NURSE GENERAL REF NO: REFS/006547**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 – R297 825 per annum (plus benefits) (X3 Posts)
Grade 2: R315 963 – R362 865 per annum (plus benefits) (X2 Posts)
Grade 3: R383 226 – R485 475 per annum (plus benefits) (X1 Post)

<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery. Current registration with the SANC as a Professional Nurse Grade 1 : Less than 09 years' relevant experience as a Profession Nurse after registration with SANC. Grade 2 with at least 10 years but less than 19 years' relevant experience as a Professional Nurse after registration with SANC. Grade 3 with 20 years and above relevant experience as a Professional Nurse after registration with SANC.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of 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 patients' needs, requirements and Batho-pele expectations. Work effectively, cooperatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform Clinical nursing practice in accordance with scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Willing to rotate through departments and work night duty. Promote quality of nursing care as directed by 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 aspect of ideal Hospital Realisation. Management of complains and patient's safety incidents. Willing to attend in-service training.
<u>ENQUIRIES</u>	:	Ms. D.S Ngwenya Tel No: 011 951 6045
<u>APPLICATIONS</u>	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications, drivers license, SANC registration as a Professional Nurse and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel suitability Check (PSC) verification (Reference check, qualification verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and safety Act5 of 19193.
<u>CLOSING DATE</u>	:	03 May 2021
<u>POST 13/197</u>	:	<u>PARAMEDIC GRADE 1– 4 (X10 POSTS)</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R254 382 – R461 940 per annum (plus benefits)
<u>CENTRE</u>	:	Various Districts
<u>REQUIREMENTS</u>	:	Grade 1 : Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). Grade 2 : Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years' experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma. Grade 3 : Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years' experience required after registration with the HPCSA as Paramedic (CCA), 7 years' experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP

requires no experience. **Grade 4:** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as a Paramedic or successful completion of a B Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as a Paramedic (CCA or NDIP) or ECP and proof of current registration. 24 years' experience required after registration with the HPCSA as a Paramedic (CCA), 17 years' experience required after registration with the HPCSA as Paramedic (NDIP) and 10 years' experience required after registration as an ECP.

DUTIES : Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Always maintain the unit in a clean condition and good working order. Respond to opportunities that enhance professional development (e.g. in- service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station Manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES : Mr C Errakiah Tel No: (011) 564 2053
APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

CLOSING DATE : 07 May 2021

POST 13/198 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE1 REF NO: SBAH 42/2021**
 Directorate: Pharmacy

SALARY : R208 383 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the South African Pharmacy Council as a qualified Post Basic Pharmacist Assistant for a period of 0 to 5 years. Communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, administrative skills, time management, computer skills, good interpersonal skills, teamwork skills and knowledge of medicine supply management.

DUTIES : Stock control of medicine which includes: ordering, receiving, issuing and maintenance of stock. Compounding or preparation of sterile or non-sterile medicines in accordance with standard operating procedures. Reading and preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied. Recording of all transactions in accordance to the standard operating procedure. Compliance to good Pharmacy Practice and any other task necessary for the provision of quality pharmaceutical services.

ENQUIRIES : Mrs. Deysel L Tel No: 012 354 1282

APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 03 May 2021

POST 13/199 : **CLINICAL ENGINEERING TECHNICIAN ASSISTANT (X1 POST)**
Directorate: Engineering

SALARY : R173 703 – R204 612 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Grade 12 with N6 Electrical Engineering (Light Current). National Diploma N Diploma/ National Diploma in Electrical Light Current or Clinical Engineering will be an added advantage. Minimum of 1-2 years of experience in Electrical Light Current/ Electronics /Clinical will be an added advantage. Appointment requirements: registration with an appropriate professional council (CEASA).

DUTIES : Repair, maintain and control of all medical equipment. Calibration and installation service of all medical equipment. Perform safety inspection functions on all medical equipment to ensure a safe standard of service. Liaise with service providers to ensure quality outcome. Responsible for the day to day functioning of the workshop. Ensure that detailed service maintenance schedules are implemented. Attending to urgent call outs for medical equipment within the hospital. Keep records of all repair, service and movement of medical equipment. Assist with asset verification, condemning and disposal of medical equipment. Make sure that accessories for medical equipment are available in storeroom. Receiving and making sure of functionality of medical equipment from service providers. Execute any lawful instruction by the supervisor or delegated authority.

ENQUIRIES : Ms. R.B Mankwana Tel No: 011 812 8363
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE : 07 May 2021

POST 13/200 : **SECRETARY REF NO: CCRC/SEC/2021/03/01**
Directorate: Administration

SALARY : R173 703 per annum (plus benefits)
CENTRE : Cullinan Care & Rehabilitation Centre (CCRC)
REQUIREMENTS : Grade 12 plus a recognized Administrative / Secretarial Diploma or Equivalent Qualification Coupled with at least 3 years' experience in an office management environment or as a Secretary. Knowledge of administrative processes, advanced use of MS Office Suite and Internet. Experience in dealing with the public. Proficiency in English and sound verbal and written communication skills. Ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. High level of reliability and ability to handle information confidentially. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must be able to work under pressure, take initiative and work independently.

- DUTIES** : The incumbent will be responsible for, but limited to: Provide secretarial/Administrative support services to the Nursing Manager and management in relation to logistical requirements in the Office of the Nursing Manager, Diary management ,dealing with logistics of meetings like preparing the venue as well as the agenda and taking of accurate minutes ;prove an advanced administrative support service to the Nursing Manager with regards to coordinating and managing incoming and out-going calls and correspondence, liaise with the office of the Chief Director on behalf of the Nursing Manager: Support the Nursing Manager with administration of budget and petty cash requirements: stay up to date with regards to applicable prescripts, policies, and procedures to ensure efficient and effective support the Nursing Manager. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ramolumisi AC Tel No: 012 734 7047
- 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 new approved 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 are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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 verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
- CLOSING DATE** : 03 May 2021
- POST 13/201** : **STAFF NURSE (ENROLLED NURSE) GRADE 1 REF NO: KOP 07/2021 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R171 381 per annum
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade 12 Certificate plus Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Must have current registration with SANC. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing Skills, ability to function as part of a team and interpersonal skills. Must be prepared to work shifts including night duty, weekends and public holidays.
- DUTIES** : Provide elementary nursing services under the Supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the Code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager. Be able to demonstrate basic communication with patients, supervisors, and other clinicians, including report writing when required. Work as a part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Ability to plan & organize own work and that of support personnel to ensure proper nursing care. Knowledge of Batho Pele Principles, Ideal Hospital Realisation and Maintenance and Patients `Right Charter.
- ENQUIRIES** : Ms ME Polo Tel No: (016 428 7130)
- APPLICATIONS** : Kopanong Hospital, 2 Casino Road, Duncanville 1939 or Posted to Private bag x031 Vereeniging 1930.
- NOTE** : Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, Certified copies of ID and qualification not older than six months must be submitted. People with Disabilities are encouraged to Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE : 03 May 2021

POST 13/202 : **ENROLLED NURSE ASSISTANT REF NO: KOP 06/2021 (X1 POST)**
Directorate: Nursing

SALARY : R132 525 per annum
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 / Matric and Auxiliary nursing certificate and registered with South African Nursing council (SANC) as Nursing Auxiliary. Willing to rotate, work shifts, weekends public holidays and night duty.

DUTIES : The incumbent will work under direct supervision of a professional nurse in the area allocated. The provision of basic nursing care according to the scope of practice of nurses of his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope practice, knowledge of Ideal Hospital Realization and Maintenance Standards, Batho Pele Principles, Ministerial Priorities and Patients' Rights.

ENQUIRIES : Ms ME Polo Tel No: (016 428 7130)
APPLICATIONS : Kopanong Hospital, 2 Casino Road, Duncanville 1939 or Posted to Private bag x031 Vereeniging 1930.

NOTE : Fully completed Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, CV, Certified copies of ID and qualification not older than six months must be submitted. People with Disabilities are encouraged to Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.

CLOSING DATE : 03 May 2021

POST 13/203 : **MEDICAL SPECIALIST IN FORENSIC PATHOLOGY (20 SESSIONS PER MONTH) REF NO: REFS/008537 (X1 POST)**
Directorate: Forensic Medical Services

SALARY : Grade 1: R532.00 per hour (all-inclusive package)
Grade 2: R608.00 per hour (all-inclusive package)
Grade 3: R706.00 per hour (All-inclusive package)

CENTRE : Diepkloof FPS
REQUIREMENTS : Appropriate qualifications with proven registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology
Grade 1: None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Ability and willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; A valid driver's license; Willingness to perform medico-legal death investigations, including performance of forensic autopsies; Willingness to give evidence in Courts; Computer literacy (MS Word, Outlook, Excel and PowerPoint); Willingness to obtain the CMSA Dip For Med(SA) qualification within 1 year to 24 months; Good working knowledge of relevant FPS legislation; Good written and verbal communication skills and interpersonal skills.

DUTIES : Providing comprehensive medico-legal investigation of death services, inclusive of death scene attendance, after-hour services during the week and over weekends, performance of forensic post mortem examinations including medico-legal autopsies, preparation of relevant medico-legal reports and court attendance; Supporting the implementation of a standardised, quality forensic pathology service; Completing documents for statistical and data analysis purposes; The maintenance of records and reports including archiving and filing; Participation in learning activities in the Department; Assisting the Head: Clinical Unit in service and management duties; Rendering other related professional services and duties as may be assigned from time to time.

ENQUIRIES : Dr. S Holland cell @ (082) 781 5571

- APPLICATIONS** : must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department reserve the right to fill and not to fill the advertise post.
- CLOSING DATE** : 07 May 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at www.gautengonline.gov.za
- CLOSING DATE** : 07 May 2021
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 13/204** : **DEPUTY DIRECTOR: EDUCATION & AWARENESS REF NO: REFS/008607**
- SALARY** : R733 257 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus an appropriate Degree or equivalent qualification in Public Management and/or related field of study. Minimum of 3 to 4 years' experience in a Junior Management position and 5 to 8 years' experience in fraud prevention. Driver's license: Code C1 driver's license is required. Skills: Communication skills (verbal and written), Interpersonal skills, Language proficiency, Leadership skills, Analytical skills, Report writing skills, Computer literacy, Facilitation skills, Project management, Problem solving and analysis, Strategic planning and organising, People management. Knowledge of the Public Service Act and regulations. Understanding of legal framework relating to Fraud Prevention (Protected Disclosure Act, PRECCA etc), the Public Financial Management Act and Treasury Regulations. Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage.
- DUTIES** : To conduct anti-fraud and corruption workshop and awareness campaigns to promote the Code of Conduct amongst employees and stakeholders through communication and education, and enforce Departmental policies, procedures,

rules, regulations and relevant legislation on prevention of corrupt activities. To review strategies and policies to combat fraud and corruption and promote ethical conduct within the Department. To conduct fraud risk assessment and conduct fraud detection reviews in business units exposed to the high risk of fraud Department. To ensure that communication tools on fraud, corruption and ethics are developed, procured and marketed throughout the Department. To provide administrative support, reporting and capacity building within the business unit.
Ms K Kunene cell @ 072 315 9992

ENQUIRIES

:

POST 13/205

:

CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: REFS/008608

SALARY

:

R718 059 – R766 278 per annum (All-inclusive package). Salary will depend on the experience of the successful candidate.

CENTRE

:

Westrand Region

REQUIREMENTS

:

A Matric plus an NQF level 7/BTech in Built Environment discipline plus minimum of 4 years certified managerial experience. Valid driver's license, Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies. Research and development. Computer –aided engineering applications, Technical report –writing, Technical consulting. Professional judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communication skills.

DUTIES

:

Facilitate, coordinate and monitor the implementation of Housing and Essential Service Delivery Programmes in the Westrand Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, and monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial and departmental policies and other relevant legislation.

ENQUIRIES

:

Ms K Kunene cell @ 072 315 9992

POST 13/206

:

ASSISTANT DIRECTOR: INVESTIGATION REF NO: REFS/008609

SALARY

:

R376 596 per annum

CENTRE

:

Johannesburg

REQUIREMENTS

:

Matric plus an appropriate Degree or equivalent qualification in Public Management and/or related field of study. 2-5 years' functional experience in fraud and corruption investigation. Driver's license: Code C1 driver's license is required. Knowledge and skills required: Knowledge and understanding of investigation methodologies. Project Management, Report writing and Computer skills. Experience in performing complex investigations and forensic investigation analysis of financial documents. Proficiency in forensic techniques, including ability to develop and execute investigative work plans. Ability to analyse and recognise evidence in financial records and supporting source documents. Ability to reconstruct complex financial and or business transactions. Knowledge and understanding of criminal law processes and procedures, law of evidence, court procedures. Experience with working with law enforcement agencies like SAPS, NPA and SIU. Knowledge and understanding of Housing Legislation and Policy PFMA; and Protected Disclosure Act; and the Prevention and Combating of Corrupt Activities Act; Treasury Regulations and all other relevant prescripts. Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage.

DUTIES

:

Assist to conducts diverse, complex, and sensitive investigations into issues of fraud and corruption within the organization. Assist to initiate investigation projects within the organization and provide plans and strategies on how to conduct

investigations. Assist to provide reports and presentations of investigative results which enable and support fraud risk management decision-making. Assist to provide intricate liaison with law enforcement agencies in the investigation and prosecution of criminal matters. Assist to provide primary leadership, to include case review and case assignment, for all requests for investigative services.

- ENQUIRIES** : Ms A Mogaswa cell @ 072 313 8052
- POST 13/207** : **ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: REFS/008610**
- SALARY** : R376 596 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus National Diploma in Accounting or Financial Management (NQF Level 6). 3-4 years relevant experience in Assets Management. A valid driver's License.
- DUTIES** : Maintain complete asset register for the department. Ensure that all procured assets are barcoded when delivered. Ensure all signed off movement forms are updated in the asset register. All assets disposed of and written off removed from the main asset register to disposal register. Develop verification plan. Submit a disposal list of identified assets to be disposed. Conduct spot checks and asset verification yearly, and identify Redundant, Obsolete assets and lost asset for disposal. Ensure that all assets are bar-coded, duplicates are corrected, and offices have inventory lists and asset register is updated. Verification reports submitted with findings and recommendations. Ensure the performance of asset reconciliation between BAS/SAP register is complete and ensure correct classification, in case of misallocation and correct journals. Ensure preparation of asset reconciliation and sign it off on a monthly basis and submit for review and approval. Ensure submission of a complete signed monthly reconciliation to Provincial Accounting System (PAS). Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve uncleared items. Ensure that all departmental assets are safeguarded and properly utilised. Dispose of unwanted, obsolete, unserviceable and redundant assets and update the FAR. Maintain complete disposal register and Loss register. Coordinate Asset Disposal Committee Meetings. Submit disclosure notes of all assets for IFS and AFS. Reporting on verification plan with findings. Reporting on section 40 and section 42 of PFMA. Attend to and respond on the auditor's queries during the audit. Reporting on maintenance, disposals and movement of assets. Preparation and maintain lease registers relating to departmental Machinery and equipment (Fleet, Photocopying Machine and Departmental Cell Phones). Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve uncleared items. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. SKILLS: Communication, Computer literacy, Analytical, Presentation, Report writing, Leadership, Planning and Organising.
- ENQUIRIES** : Ms M Tshabalala cell @ 063 691 4046

OFFICE OF THE PREMIER

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

- APPLICATIONS** : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za, (GPG Professional Job Centre). (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 03 May 2021
- NOTE** : Applications must be submitted on the new Z83 Form available on www.dpsa.gov.za, accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact

Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. NOTE: Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 13/208** : **DIRECTOR-GENERAL: GAUTENG OFFICE OF THE PREMIER REF NO: 008584**
 (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in the following fields: Public Management, Business Administration, Social Science, Law, Strategic Management, Human Resources and Finance or equivalent. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a sizeable budget as well as a good understanding of and competency in Strategy Development and Management, Corporate Governance, Financial Management systems including cost containment, budgeting and expenditure control. The successful candidate must demonstrate knowledge and understanding of government priorities and the operationalisation thereof into key policy directives including Government's Outcomes Based Approach, Theory of Change, Performance monitoring and evaluation, Strategic leadership, Change management and Project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, Compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to

DUTIES

work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

: The Director General is overall responsible for exercising strategic leadership over the performance of the Gauteng Provincial Administration and the Office of the Premier by: Driving the Transformation, Modernisation and Reindustrialisation. Driving the coordination and implementation of Growing Gauteng Together. Driving a capable, ethical and developmental state. Adapting an organisational structure that is fit for purpose. Strengthening intergovernmental relations and the District Development Model. Driving transformation of state and society. Driving and coordinating government communications. In addition to the above, the Director General: Is accountable to the Premier and will serve as the Accounting Officer of the Gauteng Office of the Premier in accordance with the provisions of the PFMA. Serves as Cabinet Secretary to the Executive Council with the primary aim to ensure the effective functioning of all governance structures and the discharging of the statutory responsibility in terms of the Constitution, 1996. Support the Premier in coordinating and implementing GPG policies, as well as statutory and political responsibilities effectively and efficiently. Represent the department at various national and provincial intergovernmental fora. Provides strategic leadership to the Department and Overseeing the development, implementation, and monitoring of organisational programmes in line with organisational policies. Ensures sound financial management and application of good corporate governance principles. Drive the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Drive the delivery agenda of the Gauteng Provincial Government (GPG), Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Drive and coordinate the Improvement the quality of life of the citizens of Gauteng and Promote Gauteng as a Global City Region.

ENQUIRIES

: Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 13/209

: **CHIEF DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: 008583**

SALARY CENTRE

: R1 251 183 – R1 473 852 per annum, (all-inclusive remuneration package)
: Johannesburg

REQUIREMENTS

: An appropriate NQF level 7 qualification in Public Administration, Politics, Economic Policy, Social Policy, Public Policy & Governance, Policy Studies and/or relevant qualification. An appropriate postgraduate qualification in the Policy Development and Research will be an added advantage. 5-10 years relevant functional experience in the Senior Management position with proven managerial skills, of which 3 years in the public sector environment. The successful candidate must possess strong research, strategic, leadership, and management skills. A good understanding of government priorities and knowledge of the South African political landscape and the socio-economic environment within which Public Service delivery takes place. Understanding of the legislature proceedings and parliament. Understanding of Parliamentary procedures and standing rules of the Legislature. Key Competencies: Demonstrable Policy analysis, formulation and research; analytical and problem-solving; Communication (written and verbal). financial management, programme and project management, people management and empowerment competencies. Attributes: Ability to work under pressure, in a team and independently and to cope with a high workload discipline. S/he must be assertiveness, innovative and creative.

DUTIES

: As part of the Senior Management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/ or coordination of the following functions: Lead and manage policy research and development across the Gauteng City Region (GCR). Determination of the norms and standards for policy development and monitoring and evaluation in the Social, Economic, Governance and Planning clusters within the GCR. Conduct analysis of the literature on the policy development for GCR. Provide evidence-based

decision making in the GCR. Analyse and assess cabinet memos, resolutions and public service charter and provide evidence-based decision making. Manage the GCR Data Office, working with e-Government and establish policy that filters to all Gauteng Province (GP) civil servants. Ensure proper storage of data as well as the transmission requirements of specific data. Manage the Chief Directorate: Policy Research and Development.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6280

POST 13/210 : **DIRECTOR: EXECUTIVE COUNCIL SOCIAL CLUSTER SUPPORT REF NO: 008591**

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

: An appropriate NQF level 7 qualification in Social Science. An appropriate postgraduate qualification in the Social Sciences will be an added advantage. 5-10 years relevant functional experience in middle management with proven managerial skills, 3 years of which should be in the public sector environment. The successful candidate must possess strong strategic, leadership, and management skills. A good understanding of government priorities and knowledge of the South African political landscape and the socio-economic environment within which Public Service delivery takes place. S/he should possess a good knowledge of Government policies and Prescripts. S/he should have experience in research, policy development, formulation and analysis as well experience in managing multi-disciplinary teams. Key Competencies: Policy analysis, formulation and research; analytical and problem-solving skills; Good communication (written and verbal), financial management, programme and project management, people management and empowerment skills. Service delivery innovation and strategic planning skills with a strong focus on client orientation. Attributes: Ability to work under pressure, in a team and independently and to cope with a high workload discipline. S/he must be assertiveness, innovative and creative.

DUTIES : As part of the senior management team in the Office of the Premier, the incumbent will be responsible for the overall management and/or coordination of the following functions: Provide strategic and technical policy and research advice, and coordinate support to Departments in the Social Cluster on Executive Council matters. Manage the development and coordination of the Social Cluster Cabinet Programme (Executive Council programme) and identify issues that require the collective consideration of the Social Cluster in line with the provincial strategic priorities; Executive Council decisions and from environmental scans on socio-economic and development issues related to the social sector. Provide leadership of the Directorate, ensure that performance targets of the directorate are achieved and manage resources efficiently and effectively in accordance with Public Service policies and prescripts and ensure sound human resources management.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6280

PROVINCIAL TREASURY

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



APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

CLOSING DATE : 03 May 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 13/211 : **DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE SPECIALIST REF NO: GPT/2021/4/1 (X2 POSTS)**
Directorate: SFRM

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF Level 7) as recognized by SAQA. In Built Environment: Quantity Surveying or Engineering or Construction Project Management. 3 – 5 years' experience in the monitoring of infrastructure projects/programmes post qualification. 3 – 5 years' experience at junior management level (ASD).

DUTIES : To implement the Provincial Treasury Infrastructure provincial mandate to improve infrastructure planning, budgeting, delivery, monitoring and reporting in terms of the allocated Provincial Departments. Infrastructure Capacity Building. Infrastructure Oversight. Infrastructure Portfolio Management. Infrastructure Programme and Project Management. Operations and Maintenance.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 13/212 : **ASSISTANT DIRECTOR: NORMS & STANDARDS REF NO: GPT/2021/4/2**
Directorate: Financial Governance

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) as recognized by SAQA. Degree or National Diploma in Risk Management / Auditing / LLB. A Postgraduate Diploma in Compliance Management will be an added advantage. 2-3 years' experience in public sector in areas of Risk Management / Compliance Auditing / Compliance Management.

DUTIES : Conduct compliance risk assessments for GPG Public Entities and Trading Entities. Conduct compliance assessments with the provisions of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation within GPG and provide mitigation measures and effective interventions. Assist in providing oversight on the implementation of governance arrangement and banking framework for the GPG Public Entities. Assist in providing advice to Accounting Officer/Accounting Authority with regards to PFMA requests and other related legislation. Facilitate the creation and listing process of

- GPG Agencies and the De-Establishment of GPG Agencies. Provide training on PFMA and other legislations GPG Agencies.
Ms. Linda Ninzi Tel No: (011) 227 9000
- ENQUIRIES** :
- POST 13/213** : **ASSISTANT DIRECTOR: STATUTORY DEDUCTION MANAGEMENT REF NO: GPT/2021/4/3**
Directorate: Financial Governance
- SALARY** : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year qualification (NQF level 6) as recognised by SAQA in Accounting / Finance. 3 – 5 years' experience in Statutory Deductions Management environment as an administrator. Experience in use of Persal, BAS and SAP. Project management will be an advantage. Candidates may undergo a simulation test.
- DUTIES** : To provide operational support in terms of compliancy to Tax legislations and effective Management of statutory deductions related accounts. Clear salary related ledger account for all GPG Departments. Monthly & Bi-Annual Tax and UIF Reconciliation. Perform other value add services namely: Online Payroll Certification support, Revenue Management Support Services, Provide Verification Services, Investigating and clear Persal Exceptions. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management.
- ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 - 9000

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.

- APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000.
FOR ATTENTION : Mr Moses Mbedana Tel No: 011 227 0139
CLOSING DATE : 03 May 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 POST

- POST 13/214** : **SENIOR ADMINISTRATIVE OFFICER: RESEARCHER REF NO: SD/2021/04/01**
- SALARY** : R316 791 per annum (Plus Benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A three-year tertiary qualification at NQF level 6 or 7 in Research, with 2-3 years' experience at supervisory level as a researcher. Skills and knowledge: Basic research, Basic research analysis, Basic research advocacy and Basic research problem identification skills, Basic knowledge of research practice and methodology and Basic knowledge of research design and methodology.
- DUTIES** : Development of small-scale research projects in the Department: Design small scale complex research projects. Implementation of small-scale research projects in the Department: Lead small scale research selection panels. Provision of small-scale research reports: Compile small scale research reports. Research Advocacy

to key role players: Present small-scale research briefing sessions to role players.
Management of small-scale research projects: Shedule departmental small-scale research projects.

ENQUIRIES

: Mr Moses Mbedana Tel No: 011 227 0139

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). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Sibusiso Nkosi. All applicants are also encouraged to number the pages of their CV and the attached certified documents