

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration. people with disabilities are encouraged to apply.

- APPLICATION** : Applicants must apply online at: [www.gautengonline.gov.za/
http://professionaljobcentre.gpg.gov.za](http://www.gautengonline.gov.za/http://professionaljobcentre.gpg.gov.za)
- CLOSING DATE** : 09 July 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within six (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

OTHER POSTS

- POST 23/71** : **DEPUTY DIRECTOR: CRIMINAL JUSTICE SYSTEM OVERSIGHT REFS/011389**
Chief Directorate: Criminal Justice System
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum. (An all-inclusive remuneration packages)
: Johannesburg
- REQUIREMENTS** : Matric plus Bachelor's Degree (NQF 7) in Criminal Justice. 5-7 years' relevant working experience in Criminal Justice System Environment with 3 years' experience in junior management experience. No criminal record or any cases pending against you. A valid code 08/10 drivers' licence. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Reporting procedures. Information systems. Delegation of authority pertaining to the department of Community Safety. SAPS Act, regulations & amendments. SA Constitution. Gauteng Safety Strategy. Complaints Tracking System. Legal background. Interpreting& Evaluating Information. Verbal and written communication. Organizing/maintaining information. Ccommunicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and diplomacy. Team building. Discipline. Competences: Change management. Delegation. Planning and organizing. Initiative. Monitoring and Correcting Performance. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Knowledge Management. Service Delivery Innovation.
- DUTIES** : Participate in the development of programmes that address the APP mandate. Strengthen, promote, and harmonize relations between the community and the Criminal Justice System. Monitor implementation of recommendations emanating from oversight work. Advise the Director on issues pertaining to CJS in the province. Monitor implementation of QRS resolutions. Ensure the effective and efficient management of both human and material resources allocated to the directorate for the achievement of Departmental goals. Manage allocated financial resources of the Directorate in line with the relevant legislation.
- ENQUIRIES** : Ms. Makgopa Evelyn Tel No: (011) 689 3845/3726/3941

POST 23/72 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES**
REFS/011391
Directorate: Human Resource Management

SALARY : R733 257. per annum. (An all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma (NQF6)/ Bachelor's Degree (NQF7) in Human Resources Management/ Psychology/ Human Resource Development/ Management of Training or any other equivalent qualification in the Human Resource Management / Employee Health and Wellness field. 5-7 years' experience in Employee Health and Wellness environment with 3 years' experience in junior management. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Knowledge of GPG and Public service policies. Procedures and all regulatory frameworks. Understanding of Community Safety strategies. Knowledge of labour legislation: LRA, SDA, BCEA, EEA, OHSA. In-depth knowledge of Government's policies regarding Employee Health and Wellness Programmes. Understanding of the National Strategic Plan on HIV/AIDS/TB and STI. Analytical, negotiation, communication, and record management skills. Resources management skills. Driving. Counselling.

DUTIES : Provide strategic guidance and direction in the implementation and promotion of integrated Employee Health and Wellness programmes, policies, standards, and interventions. Manage and implement the EHWP pillars as outlined in the Strategic Framework. Align documents to produce operational plans aligned to the EHWP strategy and the annual performance plan. Develop, manage, monitor, and evaluate the implementation of the Employee Health and Wellness Programme, interventions, and operational plans. Develop implementation plans. Measure implementation plan deliverables against operational plans. Report on progress, deviations, and corrective measures to different accounting bodies. Manage human and financial resources in line with Departmental policies, Public Services guidelines, policies, and other available regulatory frameworks. Liaise and coordinate with internal and external stakeholders on various aspects of work, programmes, and interventions. Oversee the implementation, monitoring and evaluation of Employee Health and Wellness Programmes (EHWP) and work done by the sub-directorate. Provide technical support and advice to line managers on employee wellbeing issues. Manage, coordinate, and ensure the implementation of capacity building activities for staff members and wellness champions.

ENQUIRIES : Ms Makgopa Evelyn Tel No: (011) 689 3845/3726/3941

GAUTENG HEALTH

POST 23/73 : **HEAD CLINICAL DEPARTMENT REF NO: SMUPOM1/2021**
Directorate: Periodontology and Oral Medicine

SALARY : R2 161 416 - R2 508 414 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : BChD/BDS as well as a MChD/MDent degree in Periodontology and Oral Medicine. Current registration with the Health Professionals Council of South Africa as a specialist with a minimum of three (3) years' experience in the following: Undergraduate teaching and training, postgraduate teaching and training including postgraduate research supervision. Proven work experience in teaching and training of undergraduate and postgraduate (MDent and other master's students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. Working experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level. Experience in Research including publications at least has published 5 articles in Peer Review DHET Accredited Journals. Presentation of Papers /Abstracts at Conferences. At least presented 2 papers international/Local Conferences A proven record of managerial experience and research activity. A good professional standing amongst peers in the field with unquestionable moral and ethical professional behaviour.

DUTIES : The incumbent will be responsible for the management of the Department of Periodontology and Oral Medicine as well as other functions which include, inter alia, the undergraduate and postgraduate teaching programmes, monitoring of services rendered to the hospital patients in this discipline and stimulation and expansion of research in the Department and the School through collaboration.

ENQUIRIES : Prof SJH Hendricks Tel No: (012) 521 4800

APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, SANC Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.

CLOSING DATE : 09 July 2021

POST 23/74 : **HEAD CLINICAL UNIT GRADE 1 REFNO: SMUHCUID/02/21**
: Directorate: Integrated Clinical Dentistry

SALARY CENTRE REQUIREMENTS : R1 728 807 – R1 834 890 per annum (all inclusive)
: SMU Oral Health Centre
: BChD/BDS Degree plus MChP/MDent degree in Prosthodontics. Current registration with HPCSA, as a Specialist with MDent degree in Prosthodontics and a minimum of 3 years' appropriate experience as Dental Specialist in Prosthodontics after registration with the HPCSA. Proven work experience in teaching and training of undergraduate and postgraduate (MDent and other master's students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. Working experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level. Experience in Research including publications at least has published 5 articles in Peer Review DHET Accredited Journals. Presentation of Papers /Abstracts at Conferences. At least presented 2 papers international/Local Conferences

DUTIES : Co-coordinating, managing, monitoring and participating in the teaching of Integrated Clinical Dentistry for final year students. Management and Administration within the school of Oral Health Sciences and SMU Oral Health Centre. Patient management. Research.

ENQUIRIES APPLICATIONS : Prof SJH Hendricks Tel No: (012) 521 4801
: Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Note: Additional, the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 09 July 2021

POST 23/75 : **DENTAL SPECIALIST GRADE 1 REF NO: SMUDS/01/21**
: Directorate: Orthodontics

SALARY CENTRE REQUIREMENT : R1 106 040 – R1 173 900 per annum (All-inclusive package)
: SMU Oral Health Centre
: Appropriate qualification that allows registration with the HPCSA as Dental specialist. The candidate must be in possession of an MDent (Ortho) degree and be registered with the HPCSA as a specialist in Orthodontics for at least 1 to 5 years. The candidate should have experience in undergraduate and postgraduate teaching and training as well as in the management of orthodontic academic, clinical and administrative activities. Research experience & publications, Presentation of Papers/Abstracts at

- Conferences as well as experience in Online/Blackboard learning will be added benefits.
- DUTIES** : The successful candidate will perform service rendering pertaining to the specialty of Orthodontics at the Centre and in satellite centers serviced by the department. The successful candidate will be involved in undergraduate and postgraduate teaching, training and will participate in the development and management of the Orthodontic Curricula. The successful candidate will also be expected to initiate and participate in research activities of the Department. The candidate must have an idea of and be prepared to develop himself/herself as an academic and administrator. Additional departmental and school duties will be assigned to the candidate at the HoD's discretion and where required, to serve as Acting HOD
- ENQUIRIES APPLICATIONS** : Prof MPS Sethusa Tel No: (012) 521 4853
- Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001.
- FOR ATTENTION NOTE** : Ms Pretty Rangoato
- Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.
- CLOSING DATE** : 09 July 2021
- POST 23/76** : **DENTAL SPECIALIST/ LECTURER/SENIOR LECTURER GRADE 1-3 REF NO: UPOHC/MFOS/15/2021**
Directorate: Maxillofacial and Oral Surgery
- SALARY CENTRE REQUIREMENTS** : R1 106 040 – R1 807 776. per annum (All- inclusive package)
University of Pretoria Oral Health Centre
A MChD or MDent in Maxillofacial and Oral Surgery. Registered with the HPCSA as a Dental Specialist in Maxillofacial and Oral Surgery. A proven interest and exposure in head and neck oncology. Recommendations: Experience in teaching and training of undergraduate and postgraduate in Maxillofacial and Oral Surgery. Experience in management and administration.
- DUTIES** : Service delivery and patient care. Undergraduate and postgraduate teaching. Continued research and self-development in Maxillofacial and Oral Surgery. Exercise control over all functions and personnel under his/her supervision in conjunction with the supervisor.
- ENQUIRIES APPLICATIONS** : Prof M Mabongo. Tel No: (012) 319 2678
- Quoting the relevant reference number. Direct applications must be delivered to Ms. KT Rangata, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. KT Rangata PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and New Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 09 July 2021
- POST 23/77** : **MEDICAL SPECIALIST GRADE 1- REF NO: REFS/010074 (X3 POSTS)**
Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R1,106 040 – R1,173 900 per annum (All-inclusive package) -
Tara the H. Moross Centre, Sandton
Appropriate qualification in psychiatry (FC Psych (SA). MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current

registration with the HPCSA as a specialist psychiatrist. Candidates with proof that the relevant documents have been submitted will be considered for shortlisting. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfill the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to mental health care users. Adequate interpersonal skills as well as professional and ethical conduct at all times. Computer literacy. A valid driver's license

DUTIES : Provide a direct clinical service and manage a psychiatric inpatient or outpatient unit. The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, if and when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. This post is a joint appointment with the Division of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

ENQUIRIES : Dr. R Price- Hughes Tel No: (011) 535 3001
APPLICATIONS : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. 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 : Tara Hospital 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 (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license 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

CLOSING DATE : 09 July 2021

POST 23/78 : **MEDICAL SPECIALIST: PSYCHIATRY GRADE 1/2/3 ACADEMIC LEVEL LECTURER/SENIOR LECTURER REF NO: REFS/08981 (03 POSTS)**
 Directorate: Psychiatry

SALARY : R1 106 040. per annum all inclusive. (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines.)

CENTRE : Weskoppies Hospital
EQUIREMENTS : M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist is mandatory. Relevant experience in general adult Psychiatry will be a requirement. Scientific conference participation and / or scientific article publication in an accredited journal is a requirement.

DUTIES : The post is a joint appointment Specialist Psychiatrist Post with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Science, University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal al forensic psychiatric observations and testifying in a court of law will also be included, in needed. Successful candidates will be expected to be involved in training and teaching of undergraduate, postgraduate students, medical officers and other health care workers. Doing research and supervising research are part of the duties also. Duties will also include general management and administration appropriate to the post, including involvement in hospital and university related committees. An interest to further studies in psychiatry sub-specialties and/or

relevant postgraduate/doctoral degree studies will be recommended. The incumbent is expected to become involved in outreach services as determined by the department of psychiatry.

**ENQUIRIES
APPLICATIONS**

: Dr. JM Pooe Tel No: (012) 319 9719
: Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE

: 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE

: 09 July 2021

POST 23/79

: **PRINCIPAL PSYCHOLOGIST GRADE 1: SENIOR
LECTURER/ADJUNCT/ASSOCIATE PROFESSOR REF NO: REFS/ WKH/22/2021**
Directorate: Psychiatry

SALARY

: R1 025 316.per annum all inclusive. (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Principal Psychologist according to OSD guidelines.)

**CENTRE
EQUIREMENTS**

: Weskoppies Hospital
: Master's degree in a Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. At least 1 conference paper presented. A minimum of 5 years' experience in Clinical Psychologist as an independent psychologist with supervisory and / or managerial experience in a Psychiatric setting. A minimum of 2 years' experience on a managerial level. Knowledge of the Mental Health Care Act and other relevant pieces of legislation, government strategic goals and policies. Evidence of academic experience with scientific journal publications and scientific conference papers delivered. Recommendations: Evidence of course/block coordination, curriculum development/innovation, good teaching evaluation, clear clinical focus area in the teaching, postgraduate teaching and research supervision, doctoral studies qualification.

DUTIES

: The post is a joint appointment Specialist Psychiatrist Post with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Science, University of Pretoria. Management of the Clinical Psychologist Unit- Overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychologist Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policies and develop strategic plans required to meet the objectives of the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that OWR's is conducted according to the official policies of the Gauteng Health Department. Training and supervision of intern psychologist and / or community service psychologist. Perform as a clinical psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of Mental health Care Users including attending academic ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research supervision, research and publications as well as community engagement.

**ENQUIRIES
APPLICATIONS**

: Dr. JM Pooe Tel No: (012) 319 9719/ Prof. FB Sokudela Tel No: (012) 319 9720
: Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office,

Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE

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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE

: 09 July 2021

POST 23/80

: **DENTIST GRADE 1 (DEVELOPMENTAL) REFNO: SMUD01/21**
Directorate: Prosthodontics

SALARY

: R797 109–R884 670 per annum (All Inclusive)

CENTRE

: SMU Oral Health Centre

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in Prosthodontics. This is Fulltime Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in a Prosthodontic clinical setting which will reflect an interest in Prosthodontics domain. No transfer to other Dental Schools in SA during the 2 year contract period allowed.

DUTIES

: During the contracted period, the incumbent will be expected to work side by side with registrars at Prosthodontics, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar's post. The primary subjects may also be acquired through CMSA. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

ENQUIRIES

: Prof P Moipolai Tel No: (012) 521 4817

APPLICATIONS

: Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION

: Ms Pretty Rangoato

NOTE

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

CLOSING DATE

: 09 July 2021

POST 23/81

: **SOCIAL WORKER MANAGER REF NO: REFS/ WKH/23/2021**
Directorate: Social Work Unit

SALARY

: Grade 1: R755 598 - R850 443 per annum
Grade 2: R902 232 - R1 045 935.(package per annum all inclusive).

CENTRE

: Weskoppies Hospital

- EQUIREMENTS** : Appropriate qualification that allows registration with the South African Council for Social Service Profession (SACSSP). Registration with SACSSP as a Social Worker and proof of current registration. A minimum of 10 years of experience as a Social Worker of which 5 years must be as a Supervisor/Manager on a hospital setting and 4 years' experience in Mental Health Care services. Must be computer literate and have a valid driver's license. Knowledge of Public Service legislation, policies and procedures pertaining to Social Work. Sound Knowledge of National Health programme strategies, priorities, objectives, data elements and indicators. Extensive knowledge of Social Work processes in the different diagnostic fields. Must be able to exercise independence, function independently and seek guidance when necessary. Excellent communication skills. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and outputs are of required quality. Must be able to manage, lead a team, plot trends and make recommendations. An appropriate post graduate qualification will be ad added advantage.
- DUTIES** : Management of Social Work Department. Ensure psychosocial and crisis intervention services are provided. Mange and monitor human resource, material, financial and clinical resources. Development of operational and demand management plans and give input to provincial strategic plans. Represent the organization in the public and support the vision, objectives and goals of the organization. Serve as an advocate for patient's rights. Support teaching, training and research activities in the department and institution. Collect data and other information to evaluate service impact and ensure quality record keeping. Liaise with relevant internal and external stakeholders. Be an active team member of the Allied medical team and report to the Clinical Manager. Ensure timeous resolution of relevant complaints and serious adverse events. Conduct quarterly audits and participate in National Core Standards activities. Participate and coordinate in CPD activities within the department. Ensure compliance of the prescripts of the Public Sector and Social Work. Attended all scheduled meetings and provide relevant report. Timeous response to legislative queries. Comply with Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr. JM Pooe Tel No: (012) 319 9719
- APPLICATIONS** : Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply
- CLOSING DATE** : 09 July 2021
- POST 23/82** : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT SERVICES REF NO: WKH/24/2021**
Directorate: Administration Support
- SALARY** : R733 257 – R863 748.per annum (Level 11) (all-inclusive package)
- CENTRE** : Weskoppies Hospital
- EQUIREMENTS** : National Diploma or Degree in Public Management/Public Administration/Business Management /Administration or Production Management. 5-10 years' experience in support services department of which 5 years must be experience as an Assistant Director. A valid driver's license. Computer literate (MS. Word and MS Excel). Hospital management skills and experience would be an advantage. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Public Service Act, Public Service Regulation, Occupational Health and Safety Act, Labour Relations Act, Labour Relations Act, Treasury Regulations Operations Management Framework and Production Management, Loss and Risk Management.

Knowledge of the public service systems and procedures. Knowledge of the national and provincial mandates. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyze and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and co-ordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Service delivery orientated.

DUTIES : Manage and supervise hospital corporate support services and administration support services division. Ensure formulation of programmes, project and implementation thereof. Manage Human Resources, Finance and Procurement with relevant prescripts to improve the division. Implement benchmarking to ensure improved outputs. Draft, implement and manage Service Level Agreements. Ensure that resources are in place for service delivery. Manage the budget and supervise human resource and ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training of staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement Guidelines and Standard Operating Procedures (SOP) in the division. Ensure adherence to HR, Finance, SCM legislation and all policy guidelines. Compilation and updating of weekly and monthly reports. Compile the Operational Plan, Risk Register, Audit Action for management reporting and analysis. Ensure compliance with the Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.

ENQUIRIES : Mr. MA Motaung (CEO) Tel No: (012) 319 9799/9800
Ms. MP Ragolane (HR Officer) Tel No: (012) 319 9704

APPLICATIONS : Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE : 09 July 2021

POST 23/83 : **OPERATIONAL MANAGER NURSING SPECIALITY (OPERATING THEATRE) REF NO: OP01/21**
Directorate: Nursing

SALARY : R562 800 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as General Nurse and Midwife. A 1-year Post Basic qualification in Operating Theatre Technique. A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least five (5) years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining one year post basic qualification in Operating Theatre Technique. Knowledge, skills and Competency Required: Knowledge of South African Nursing Council (SANC) rules and regulations, Knowledge of the Nursing Care Processes and procedures, Nursing Statures, knowledge of Public

Service policies, Act and regulations, and other relevant legal frameworks. Leadership, Organizational, Communication, Decision Making and problem-solving skills within the public sector and institutional frameworks. Interpersonal skills including public relations, negotiating, Conflict management. Financial and budgetary knowledge pertaining to relevant departmental resources. Basic computer skills Knowledge of code of conduct and Labour Relations. Knowledge of Batho Pele Principles and patients Right Charter, Ability to plan and organize own work and ensure proper nursing care.

DUTIES : Provision of Quality Nursing care through the implementation of standards, policies and procedures coupled with supervision, monitoring and mentoring of staff. Plan, organize and monitor objectives of the unit in consultation with the subordinates. Provide a therapeutic environment for staff and patients. To effectively manage and supervise the utilization of resources. Maintain professional growth/ ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Participate in Quality improvement plan and Clinical Audit. Identify develop and control Risk Management Systems within the unit. Uphold the Batho Pele and Patients Right Principles, provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Maintain accurate and complete Patients records according to legal requirements. Implementation and management of Infection Prevention and Control protocol. Manage and supervise effective utilization of all resource in your Component. Manage grievances and Labour Relations issues according to the laid down policies procedures. Participate in the performance review.

ENQUIRIES : Ms CS Mosimane Tel No: (012) 521 4909
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, SANC Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.

CLOSING DATE : 09 July 2021

POST 23/84 : **CHIEF OPTOMETRIST GRADE 1 REF NO: EHD2021/06/07**
 Directorate: Rehab Services

SALARY : R466 119 – R517 326. per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Recognised Degree in Optometry Qualification with diagnostic privileges. Proof of original registration & valid current registration with the HPCSA. A minimum of 3 years' appropriate experience after registration with HPCSA as an independent Optometrist. Valid registration with HPCSA. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills and problem-solving skills. A valid driver's license is essential. Experience in working in a primary health care (PHC) setting. Computer literacy. Must be proactive, innovative and an independent team leader.

DUTIES : Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the allocated staff to ensure smooth service delivery in community health centres (CHC's) and clinics. Develop and monitor an operational plan for optometry services. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly, and annual reports, stats, ensure proper data management, and perform the administrative duties. Establish a good working relationship with other stakeholders within the District E.g., Non-communicable Disease, Integrated School Health Programme, etc. Provide community-based services with the focus on health promotion, prevention, and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities. Implement

quality assurance policies and develop appropriate quality improvement plan for the service. Attend management and stakeholder meetings and forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms. L. Makhadi Tel No: (011) 876 1776
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/85 : **CLINICAL PROGRAMME COORDINATOR GRADE 1. REF NO: EHD2021/06/06**
Directorate: HAST

SALARY : R444 276 – R500 031 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as professional nurse. Evidence of current registration with SANC. A minimum of Seven (7) years appropriate/recognizable experience in nursing after the registration as a professional nurse with SANC in general nursing. Experience in HIV and AIDS and TB programme management. Computer literacy and valid driver license is essential. Supervisory experience, good communication, presentation, and report writing skills. Knowledge of application of Batho Pele principles. Good organization and analytical skills. Ability to work independently in a team and under pressure. Clinical skills and assessment will be an added advantage. Flexibility and good interpersonal relationship with colleagues and stakeholders.

DUTIES : Implementation of the HAST strategic plan in line with the 90 90 90 HIV and TB strategy. Improving access to HIV and TB services through routine HTS, TB screening, GeneXpert + PCR testing. Coordinating of PMTCT program within the sub-district. Implementing quality assurance to HIV, DS-TB, and DR-TB programme to ensure sustained viral suppression and cure rates. Liaison with HIV partners and municipality to improve service delivery. Implementation of integrated health information system for HAST (DHIS/Tier.net and EDRweb). Community mobilization and NGO support with particular focus on key populations/condom distribution and VMMC services. Conducting quarterly reviews of performance monitoring at sub-district level. Manage human, financial, and physical resources for HAST at sub-district and prepare sources documentation for audit purposes. Report writing and presentation at sub-district level.

ENQUIRIES : Ms. S. Motlouw Tel No: (011) 876 1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/86 : **OPERATIONAL MANAGER NURSING GENERAL (CASE MANAGER) REF NO: WKH/26/2021**
Re-Advertisement applicants who have applied previously are more than welcome to re-apply again.
Directorate: Nursing

SALARY : R444 276.per annum plus benefits.
CENTRE : Weskoppies Hospital
EQUIREMENTS : Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Knowledge of legal framework of National Health Act, PFMA, Medical Schemes Act, RAF, UPTS and ICD 10 coding. Must be a driven, customer focused individual excellent planning, organizing and communication skills. Computer literacy. Driver's license. A minimum of 7 years as a professional nurse. At least 2 years' experience in Psychiatric Nursing

DUTIES : Ensure that Mental Health Care Users receive high quality care in a cost-effective manner by ensuring the following: Monitoring and evaluating ICD-10 coding and DSMV medical diagnosis, work closely with billing and patient administration department in managing medical aid and private paying patients and other paying category patients. Assist with completion of charge sheet, work closely with patient administration department in managing the periodical report system on Mental Health Care Users, Monitor forensic observation cases hospitalization, manage and coordinate medical reports requested from Weskoppies Hospital, oversee management of defaulters in children, adolescent and adult psychiatry in the out patient department, sign legal admission documents (MHCA FORMS) as a head of health establishment as delegated by the CEO, do daily follow-up of MHCU's admitted in other Hospitals.

ENQUIRIES : Ms. PB Schoonwinkel Tel No: (012) 319 9877
APPLICATIONS : Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

CLOSING DATE : 09 July 2021

POST 23/87 : **CLINICAL PROGRAMME COORDINATOR GRADE1-2 REF NO: UPOHC/CPC/0016/2021**
Directorate: Nursing

SALARY : R444 276 – R500 031 per annum (Plus Benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A Degree/ Diploma in General Nursing or Basic R425 qualification in nursing that allows registration with the SANC as a Professional Nurse. Minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

- DUTIES** : Monitoring and investigate clinical risks related to the service platform. Assist with managing and recording of Patient safety incidences. Monitoring and improvement on waiting times. Planning, Coordinating and conducting patient experience of care annually and when needed. Establish, coordinate and maintain clinical programmes such as Ideal Hospital realization. Assist with operations and management of the relevant data systems. Coordinate and facilitate Quality improvement plans. Demonstrate effective communication with patient, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Provide professional and ethical support for the provision of quality patient care. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhere to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Writing of quality reports, demonstrate basic computer literacy as a support tool to enhance service delivery. Develop and implement quality assurance programmes, guidelines protocols, norms and standards. Manage and utilize resources in accordance with relevant directives and legislations
- ENQUIRIES APPLICATIONS** : Mrs GE Khumalo. Tel No: (012) 319 2644
- NOTE** : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001. Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current SANC certificate and New Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 09 July 2021
- POST 23/88** : **PROFESSIONAL NURSE SPECIALTY GRADE1 OPERATING THEATRE REF NO: REFS/006548 (1X POST)**
Re-Advertisement (Those who have previously applied must re-apply)
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R383 226 – R444 276 per annum (plus benefits)
: Dr Yusuf Dadoo Hospital Province: Gauteng
: Basic R425 qualification i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 4 years' appropriate/ recognised experience in Nursing after registration with SANC. Post Basic Qualification with the duration of 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty accredited with SANC, current registration with SANC (Diploma in Operational Theatre Nursing Science). Knowledge and skills: Must be willing to work shifts. Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills commitment to draw accurate data and statistical purpose. Professionalism: Loyal and confident. Ability to take charge/ lead a shift responsible.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the Theatre Unit. Coordinate and monitor the implantation of nursing care plan and evaluation thereof. Knowledge of all relevant theatre policies and guidelines provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders (i.e. inter-professional, inter-sectoral and Multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures, knowledge of National Core Standards and Ideal Hospital Realization Framework. Manage and monitor proper utilization of human, financial and physical resource.
- ENQUIRIES APPLICATIONS** : Ms. DS Ngwenya, Tel No: (011) 951 6045
: 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.

- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration (where applicable), relevant service certificates. 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. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 July 2021
- POST 23/89** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 ADVANCED MIDWIFERY AND NEONATAL NURSING SERVICES. REF NO: REFS/006549(1X POST)**
Re-Advertisement (Those who have previously applied must re-apply)
Directorate: Nursing
- SALARY** : R383 226 – R444 276 per annum (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital Province: Gauteng
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma/Degree in Nursing). A minimum 4 years appropriate /recognizable experience after registration with SANC, or equivalent qualification that allows registration with SANC as Professional Nurse, plus Post Basic Qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology)
- DUTIES** : Provision of optimal holistic specialized nursing/ clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participate in training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decisions in matters concerning patient care. Promote quality of nursing care as directed by the Core of Standards/ Ideal hospital realization framework. Knowledge of all relevant mother and child policies, guidelines and protocol. Perform any other duties delegated by supervisor.
- ENQUIRIES** : Ms. DS Ngwenya, Tel No: (011) 951 6045
- 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.
- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). 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. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 July 2021
- POST 23/90** : **OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: WKH/25/2021**
Directorate: Occupational Therapy
- SALARY** : R319 976.per annum plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration as Independent Practitioner)
- CENTRE** : Weskoppies Hospital
- EQUIREMENTS** : Degree in Occupational Therapy. Grade 12. Registration with the Health Professional Council of South Africa as an Independent Practitioner and 2021 proof of registration. An interest in Mental Health.
- DUTIES** : Provide an Occupational Therapy service to adult Mental Health users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT Processes in Mental Health such as assessments, planning and executing treatment (individual and groups). Execute all patients related administrative tasks according to the standards set by Quality Assurance principles. Actively do program planning within the Unit. Do group treatment as planned. Participate in the de-institutionalization program. Do general

administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the Weskoppies Hospital OT department CPD program. Do supervision of OTT/OTA according to PMDS process

ENQUIRIES
APPLICATIONS

: Mrs. H Beetge Tel No: (012) 319 9783
: Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE

: 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply

CLOSING DATE

: 09 July 2021

POST 23/91

: **PROFESSIONAL NURSE (GENERAL STREAM) GRADE 1-3 REF NO: REFS/009777 (04 POSTS)**
Directorate: Nursing Services

SALARY
CENTRE
REQUIREMENTS

: R256,905 per annum (plus benefits)
: Tara the H. Moross Centre, Sandton
: Basic R425 qualification i.e. Diploma / Degree in Nursing, or equivalent qualification that allows registration with SANC as a Professional Nurse. A Minimum of one year's psychiatric experience in General Nursing. Good Communication skills, both verbal and written are of importance, A valid Driver' s license and Computer literacy will be considered as an added advantage.

DUTIES

: Provision of optimal, holistic knowledge of mental health care in nursing. Provide complex and advance comprehensive care to patient in a psychiatric unit in a cost effective, efficient and equitable manner. To understand the processes and other legal framework pertaining to nursing and mental Health Care Act. To act as a shift leader when required to do so. To be able to work night duty and public holidays. Ensure the implementation of the National Regulated Norms and standards and Batho-pele Principles. To participate in other structures (committees) of the Hospital outside the unit to strengthen service delivery. Maintain own professional growth and ethical standards.

ENQUIRIES

NOTE

: Mr. S. Nhleko Tel No: (011) 535 3006/7/8
: People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Applications can be hand delivered to:- Tara the H. Moross Centre/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE

: 09 July 2021

POST 23/92

: **PROFESSIONAL NURSE GRADE 1 GENERAL/SPECIALTY STREAM: PSYCHIATRY REF NO: WKH/27/2021 (X27 POSTS)**
Directorate: Nursing

SALARY
CENTRE
EQUIREMENTS

: R256 905 per annum (PN-A2) plus benefits
: R383 226 per annum (PN-B1) plus benefits.
: Weskoppies Hospital
: Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Requirements for appointment in the specialty stream: post basic qualification in the specialty area: psychiatry recognized in accordance with R212. A minimum of 4 years' experience as a professional nurse.

- DUTIES** : Provision of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization of resources. Participation in training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
Applications should include latest Z83, CV, certified copies of ID and qualifications. Applications should be addressed to: Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppes Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply
- CLOSING DATE** : 09 July 2021
- POST 23/93** : **FINANCE CLERK REF NO SMUFC/01/21**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
SMU Oral Health Centre
Grade 12 with Financial Accounting Diploma. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of Bas &SAP and Computer literacy (Excel and MS Word) and Valid Driver license.
- DUTIES** : Update payments register and follow up outstanding payments. Capturing of journals and capturing of allocations on web cycle. Compile monthly reports (Accruals) and do reconciliations. Monitoring petty cash in the cashier's office. Processing State money on E-Receipting (ESS). Monitor cashier's office and all financial related duties.
- ENQUIRIES APPLICATIONS** : Mr APD Kruger Tel No: (012) 521 4911
Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resource Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001
- FOR ATTENTION NOTE** : Ms Pretty Rangoato
Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply.
- CLOSING DATE** : 09 July 2021
- POST 23/94** : **ADMIN CLERK- REF NO: ODI/17/06/2021/01**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (plus benefits)
Odi District Hospital.
Grade 12 and must be computer literate (capturing, processing emails and internet), 18 months experience in patient affairs will be added as an advantage and extensive hospital experience. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts. Have service experience in a hospital health environment, knowledge of Batho Pele Principles, patients' Rights and Responsibilities, interpersonal relationship skills and telephone Etiquette. Comply with relevant prescripts and regulations.
- DUTIES** : admission and discharge of patients on PAAB and manually. Completion of GPF3,4 and 5 forms. Reclassification of patients to UPFS. Assisting in other units of patient's affairs when the need arises and ensuring that working material and equipment's. be

prepared to rotate within the scope of work, and perform other duties delegated by the supervisor. Retrieving patient's files from records and returning of all patient's files to records via the supervisor. Comply with the performance management system (contracting, quarterly reviews and final assessment) compiling weekly and monthly statistics. Accompanying families of the deceased to the cashier and mortuary with the patients record.

ENQUIRIES APPLICATIONS : Ms. Maloka GC Tel. No: (012) 725 2363
: Applications must be submitted on new Z83 form, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

CLOSING DATE : 10 July 2021

POST 23/95 : **STAFF NURSE GRADE 1 REF NO: REFS/006550 (1 X POST)**
Directorate: Nursing

SALARY : R171 381 - 192 879 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.

DUTIES : Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients' administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.

ENQUIRIES APPLICATIONS : Ms. DS Ngwenya, Tel No: (011) 951 6045
: 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.

NOTE : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). 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. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/96 : **CLEANER REF NO: REFS/006552 (3 X POST)**
Directorate: Support

SALARY : R102 534 - R120 780 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Basic literacy/Abet. Two (2) years' experience in cleaning environment. Good interpersonal skills, be reliable and be able to work under pressure. Have physical endurance to perform cleaning duties. Provide excellent level of customer care to both internal and external costumers. Comply with proper safety policies and cleaning requirements. Shift work compulsory.

DUTIES : clean and disinfect sinks, counter tops, toilets, mirror, etc. replenishes bathroom supplies. Polish metalwork such as fixtures and fittings. Sweep, mop, dump dusting, scrubbing, waxing, polishing furnisher's, sluice dirty linen and hanging curtains. Wash windows, walls, door, panel and handles. Empty waste baskets and recyclables and

transport to disposable area. Do other additional tasks which are given to you by supervisor or those in authority.

ENQUIRIES APPLICATIONS : Ms. GS Mazibuko, Tel No: (011) 951 6217
 : 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.

NOTE : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. 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. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/97 : **PORTER REF NO: REFS/006553 (1 X POST)**
 Directorate: Admin

SALARY CENTRE REQUIREMENTS : R102 534 - R120 780 per annum (plus benefits)
 : Dr Yusuf Dadoo Hospital Province: Gauteng
 : Abet or equivalent qualifications. Ability to read and write. Be prepared to work shifts and under pressure. Must have sound interpersonal relations, two (2) years' experience in hospital environment.

DUTIES : Transport patients from registration point to different clinical point within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to stretchers. Cleaning of wheelchairs at all times. Enter patients data on porters register at emergency area.

ENQUIRIES APPLICATIONS : Ms. GS Mazibuko, Tel No: (011) 951 6217
 : 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.

NOTE : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. 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. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 09 July 2021

POST 23/98 : **SECURITY GUARD REF NO: REFS/006554 (1 X POST)**
 Directorate: Support

SALARY CENTRE REQUIREMENT : R122 595 – R144 411 per annum (plus benefits)
 : Dr Yusuf Dadoo Hospital Province: Gauteng
 : Grade 10 or equivalent. Relevant experience with PSIRA Grade C security certificate. Minimum of 3-5 years' experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understanding security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal records.

DUTIES : Search for prohibited items. Search vehicles at all times when entering the hospital premises and leaving. Ensure that all visitors' vehicles and staff are parked at the appropriate bays. Check the building at regular intervals, wards, office blocks and workshop area and look out for suspicious objects. Report incidents breaches in the occurrence book (OB). Keep control of visitors' register. Render escort service to staff, visitors and patients when a need arises. Vehicles searching and enforce departmental policies.

ENQUIRIES APPLICATIONS : Ms. GS Mazibuko, Tel No: (011) 951 6217
 : 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.

- NOTE** : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. 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. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 July 2021

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, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 09 July 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 Z.83. 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 determine 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 above-mentioned posts.

MANAGEMENT ECHELON

- POST 23/99** : **CHIEF DIRECTOR: RESOURCE MANAGEMENT – REFS/010750**
(5-year fixed term employment contract)
Chief Directorate: Resource Management
Re-advert, therefore all candidates who applied previously must re-apply.
- SALARY** : R1 251 183 per annum (all-inclusive remunerative package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a SAQA recognised NQF level 7 qualification in Human Resource Management or equivalent related qualification. 5 years' senior management experience. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector, including resource management services are essential, specifically; Strategic Human Resource Management, Legal services, Security Services, Auxiliary Services. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting; human resource management; legal services; information and communications technology; communications; auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate resource management capabilities –leading the change process in the department in terms of policy, process, organisational re-alignment and system improvements and implementation, with the objective of responsive turnaround times. Oversee and monitor the planning, organisation, implementation and maintenance of initiatives pertaining to Resource Management services. Ensure development of a service delivery culture and excellent levels of performance across all Resource Management functions. Ensure optimal departmental resources and capacity through both traditional mechanisms and

innovative partnership arrangements where necessary – targeting the establishment of a flexible and nimble performance driven organisation.
Mr. Errol Ogle, Tel No: (011) 689 6861

ENQUIRIES

:

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, males 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 Ntomi 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

:

9 July 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 23/100

:

HEAD OF DEPARTMENT, GAUTENG DEPARTMENT OF HEALTH REF NO: 009458
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
Re-advertisement

SALARY

:

R1 978 533 – R2 228 820 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE

:

Johannesburg

REQUIREMENTS

:

An appropriate undergraduate qualification (NQF level 7) in the Health sector and a postgraduate qualification in Public Management or Business Administration or equivalent. 8 to 10 years' experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service or equivalent senior management position. Extensive knowledge of legislation governing the Health sector in order to give sound advice and leadership. 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 multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including 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 in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

DUTIES

: Support the Member of the Executive Council in her duties as political head of the portfolio. Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving 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. Management of provincial entities reporting to the department including the repositioning of entities to drive the delivery agenda of the 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. Work closely with the Health Intervention Task Team appointed by the Minister of Health and Premier to improve the delivery of sustainable healthcare to the citizens of Gauteng. Driving the Gauteng Provincial Government comprehensive health response to COVID-19. Overall management of Health Services within the Gauteng Department of Health by aligning all departmental plans with the Negotiated Service Delivery Agreement (NSDA), National and Provincial Government Strategic Objectives. Facilitation, promotion and implementation of a Health Service Delivery Model that will reduce the burden of disease within the province. Overall management of Health Services within the Gauteng Provincial Government by aligning all departmental plans with national and provincial government objectives and strategies. Coordination and management of the diverse responsibilities and relationships of the Department with internal and external stakeholders. Provision of strategic leadership that will contribute to the effective management of health services in the province. Represent the department at various intergovernmental fora at provincial and national level.

ENQUIRES

: Ms Sylvia Mtshali Tel No: (011) 355 6280 or Ms Gugulethu Mdhluhi Tel No: (011) 355 6178

NOTE

: This is a re-advertisement of REF NO 008391 candidates who previously applied should not re-apply as the applications will be reviewed. 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 the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.

GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS

: applications should be submitted through to: <http://professionaljobcentre.gpg.gov.za> website. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and submit to 35 Rissik Street, Surrey House, Johannesburg 2000. Please note that due to a large number of

applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

**CLOSING DATE
FOR ATTENTION**

: 12 July 2021
: Ms. Vivien Khanye Tel No: (011) 355 2606

MANAGEMENT ECHELON

POST 23/101

: **CHIEF DIRECTOR: CORPORATE SERVICES REFS/010749**
: Directorate: Corporate Services
: Re-Advertisement

**SALARY
CENTRE
REQUIREMENTS**

: R1 251 183 per annum (all-inclusive package)
: Johannesburg
: The successful candidate should have a matric certificate plus an undergraduate qualification in General Management /Public Management or equivalent fields (NQF Level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. 5 years' experience in a Strategic Management environment at a senior management Level in the Corporate Service environment in the Public Service. A valid driver's license. Knowledge: Public Finance Management Act. Legal matters. Understanding of ICT. Understanding of Provincial Government Communication Strategy Skills: Decision making. Management of projects. Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

DUTIES

: Identify support and develop strategies that will promote improvement of Human Resource Management successfully. Effectively manage human resource Directorate. Interact with the relevant chief directors and directors, departments, public and private stakeholders regarding the improvement of Human Resource Management. Identify support and develop strategies that will promote improvement of Information Communication Management Services successfully. Manage the provision of legal advice services. Ensure goals and objectives of Communication Services are reached with quality service and economically. Formulate communication strategies. Determine the most effective work procedures and methods to achieve the Directorate's goals and objectives. Monitor the implementation of office administration and facilities. Ensure effective allocation and utilization of resources of security, office administration and auxiliary services Directorate.

**ENQUIRIES
NOTE**

: Ms. Vivien Khanye Tel. No: (011) 355 2606
: "With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

POST 23/102

: **DIRECTOR: RISK AND INTEGRITY MANAGEMENT REFS/010747**
: Directorate: Risk and Integrity Management
: Re-Advertisement

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (all-inclusive package)
: Johannesburg
: The successful candidate should have a matric certificate plus an undergraduate qualification in Risk Management / Audit Management / Financial Management / Financial Accounting (NQF level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Minimum of 5 years of experience at a middle / senior management level in Risk Management / Audit Management / Financial Management / Financial Accounting in the Public

Sector. A valid driver's license. Knowledge: Public Financial Management Act; Public Service Act; Regulations and prescripts. Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

DUTIES : Monitoring the development and implementation of Risk Management Policy, Management of Anti-corruption and Ethics Management, Ensure Implementation of the Fraud and Prevention plan. Manage the development and implementation of the Risk Management implementation plan. Manage the coordination and facilitation of internal and external audit process. Monitor implementation of internal audits, auditing tools contributing to the improvement of departmental operational management systems by assessing audit outcomes. Oversee the implementation of business continuity plan. Establish and maintain integrity management services.

ENQUIRIES : Ms. Vivien Khanye Tel. No: (011) 355 2606

NOTE : With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

POST 23/103 : **DIRECTOR: TRANSFORMATION PROGRAMMES REFS/010748**

Directorate: Transformation Programmes
Re-Advertisement

SALARY : R1 057 326 per annum (all-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : The successful candidate should have a matric certificate plus an undergraduate qualification in General Management / Public Management / Human Resource Management or equivalent (NQF level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Minimum of 5 years of experience at a middle / senior management level in the Transformation Programmes environment in the Public Service. A valid driver's Licence. Knowledge: A good understanding of the Public Finance Management Act, legislations and prescripts. Skills: Decision making. Management of projects. Technical analytic skills. Negotiation skills. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

DUTIES : Develop transformational policies, programmes and strategies and monitor the implementation thereof. Manage, coordinate, advise on and support the implementation of transformation programmes and activities. Identify transformation programmes and empowerment interventions. Advise internal units on the integration of transformation programmes within the department and branch operational plans. Establish forums and engage stakeholders on the promotion and implementation of programmes and projects. Advice on translating government targets into department specific targets. Conduct impact assessment and report thereon. Provide legal advice in order to raise issues, in particular for the Department / Government. Represent legal interested the department in the fields of copyright, intellectual property. Monitor legislature processes affecting the department. Attend hearings, committee discussions and other events at the Gauteng Legislature, Draft legal opinion and legal policy reports: Liaise with SACR entities, State Law Advisor office and partner departments and organizations on SACR legal matters.

ENQUIRIES : Ms. Vivien Khanye Tel.No: (011) 355 2606

NOTE : With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior

to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

POST 23/104

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REFS/010746**
 Directorate: Office of the Chief Financial Officer
 Re-Advertisement

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (all-inclusive package)
 : Johannesburg
 : The successful candidate should have a grade 12 certificate plus recognized bachelor's degree in Supply Chain Management (NQF Level 7) as recognized by SAQA, or relevant qualification in Public Management/ Administration, Logistics/Purchasing Management. Minimum of 5 (five) years' experience at middle/senior management level, Minimum three (3) years of functional experience in a Supply Chain Management unit within the public sector environment. A valid driver license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty.

DUTIES

: Manage an effective and efficient Supply Chain Management. Provide technical advisory services on an array of SCM related issues, exercise control over the entire Supply Chain Management Directorate (Demand, Acquisition, Assets and Contract Management functions) Liaise where necessary with the relevant stakeholders involved with the procurement activities of the department, coordinate, compile and manage the timely and correct submission of reports to internal and external stakeholders, ensure prompt submission of documents to the Chief Finance officer, Head of Department, identify and provide training to staff as required, respond to audit queries manage the implementation of risk management strategy within the directorate. Implement and maintain a system of protection of information within the directorate. Preserve the highest standards of honesty, integrity, impartiality and objectivity. Update and maintain SCM policies and procedures. Set performance standards with respect to service delivery clients and value for money per category demand purchases. Manage and enhance the performance of the SCM directorate, including implementation of recommendation from audit findings (internal and external audit findings), action plans to mitigate against identified risks. Perform other related functions as may be directed by the Chief Financial Officer.

ENQUIRIES
NOTE

: Ms. Vivien Khanye Tel. No: (011) 355 2606
 : With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". 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: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and forward to 35 Surrey House, Rissik street, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.