

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.
District Gauteng North (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Mpho Mothelo Tel No: (012) 846-3652
District Tswane South [TS]: Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi Tel No: (012) 401 6363/5
District Tshwane West (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451
Gauteng East (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717
District Johannesburg South (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957.
Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190.
- CLOSING DATE** : 16 August 2021
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. all candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered
- POST 26/258** : **CHIEF ARCHITECT GRADE A REF NO: HO2021/07/08**
 Directorate: Infrastructure Delivery Management
- SALARY** : R898 569 – R1 027 419 per annum, all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)
- CENTRE REQUIREMENTS** : Head Office, Johannesburg
 Bachelor of Architecture. Other Requirements: Registered as a Professional Architect with SACAP. Six years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : Contribute to the updating of the Infrastructure Asset Management Plan, the Infrastructure Programme Management Plan and the End of Year Infrastructure Evaluation Report. Manage and lead the sign off on infrastructure deliverables from Stages 2 to 7. Ensure that infrastructure projects are implemented within contractual amounts, time frames and adherence with all quality requirements. Perform oversight over performance of Implementing Agents. Manage contracts of Professional Service Providers and Contractors. Lead site visits and preparation of site visit reports. Lead the performance review of infrastructure projects, preparation of budgets and monitor spending

		against budgets. Lead the approval of invoices. Lead post occupancy evaluations. Lead the evaluation of Variations and/or Compensation Events. Ensure that credible information is provided in terms of allocated projects for updating on the Infrastructure Reporting Model and reporting to various stakeholders.
<u>ENQUIRIES</u>	:	Ms Winny Radzilani Tel No: (011) 843 6540
<u>POST 26/259</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (QUANTITY SURVEYOR) REF NO: HO2021/07/09</u> Directorate: Infrastructure Delivery Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 077 per annum, (an all-inclusive package) Head Office, Johannesburg An appropriate Degree or Equivalent in Quantity Surveyor. Other requirements: Five years' experience post qualification. Valid Drivers' License. Computer literate.
<u>DUTIES</u>	:	Contribute to the updating of the Infrastructure Asset Management Plan, the Infrastructure Programme Management Plan and the End of Year Infrastructure Evaluation Report. Review project end of stage deliverables (Stages 2 – 7) and recommend sign off. Manage implementation of infrastructure projects within contractual amounts, time frames and adherence with all quality requirements. Monitor and report on the performance of the Implementing Agents. Monitor performance of Professional Service Providers and Contractors. Contribute to site visits and preparation of site visit reports. Contribute to the performance review of infrastructure projects, preparation of budgets and monitor spending against budgets. Recommend approval of invoices. Contribute to post occupancy evaluations. Contribute to the evaluation of Variations and/or Compensation Events. Ensure that credible information is provided in terms of allocated projects for updating on the Infrastructure Reporting Model and reporting to various stakeholders.
<u>ENQUIRIES</u>	:	Ms Winny Radzilani Tel No: (011) 843 6540
<u>POST 26/260</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2021/07/01</u> Directorate: Recruitment and Selection
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum, (All-inclusive package) Head Office, Johannesburg An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management and related qualification majoring in HR/Personnel Management plus a minimum of five years' experience in Human Resources Management environment, of which three years must be at an Assistant Director level. Knowledge and understanding of the current education and public service including Senior Management Services legislations, regulations and policies. Skills: Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy, project management, problem solving, report writing skills and presentation skills. A valid South African driver's license is essential.
<u>DUTIES</u>	:	Partake in the development and implementation of the GDE recruitment, selection, retention and placement strategies and ensure the implementation thereof. Ensure that gaps and challenges are identified; provide solutions to existing recruitment, selection, appointment, movements, and placement and retention strategies. Develop Human Resource Provisioning policies based on gaps identified in Districts. Manage the implementation of recruitment, selection, retention and placement strategies. Manage the administration of all response handling, recruitment, selection, appointments, movements, placement and retention of staff. Manage the advertisement of departmental vacancies. Ensure that processes that are related to the advertisement of departmental posts are quality assured. Manage the implementation of appointment decisions. Ensure the placement of graduates. Manage the redeployment and absorption of personnel including staff who are additional to the post establishment of the Department. Manage the monitoring, evaluation and reporting on recruitment, selection, retention and placement outputs. Ensure that monitoring of placed and unplaced graduates/first entrants is carried out. Compile and submit submissions to Executive Authority or as per

approved delegations. Advise line management on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Conduct district support services. Provide advisory services to shortlisting and interview panels as well as to graduates. Liaise, consult and attend meetings with Organised Labour and Employee Relations on matters related to recruitment processes. Compile reports and memos on Human Resource Provisioning issues and make recommendations where necessary. Manage Human Resource Provisioning related enquiries. Manage Resources (Human, Capital and Physical). Ensure that job descriptions are in place for all staff members within the business unit. Ensure that signed job descriptions and performance agreements are in place for all employees. Ensure that performance reviews are conducted and submitted to the Performance.

ENQUIRIES : Mr Mpho Motloutong Tel No: (011) 843 6831

POST 26/261 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HO2021/07/02**

Directorate: Management Accounting

SALARY : R733 257 per annum, (All-inclusive package)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management, Accounting, Public Finance, Cost and Management and related qualification majoring in Accounting/finance plus a minimum of 5 years relevant working experience in the financial management environment, of which three years must be at an Assistant Director level. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations), Financial Circulars, Government budget and expenditure process. Skills: Excellent communication (verbal & written), interpersonal skills, Project Management, Problem Solving, Presentation, Analytical and Financial Management skills. Computer literacy, People management, Report writing and minutes taking, Facilitation, Planning and Organizing skills. A valid South Africa driver's license is required.

DUTIES : Oversee the consolidation and compilation of the departmental Budget submissions in terms of the PFMA, Treasury guidelines and circulars. Manage the compilation of departmental budget submission in terms of the PFMA, Treasury Guidelines and circulars. Prepare departmental budget narrative report based on Treasury Guidelines and Responsibility Managers inputs. Oversee the consolidation and compilation of the departmental cash flow projections submissions in line with PFMA, Treasury Guidelines and circulars. Manage the compilation of the departmental cash flow projections in terms of the PFMA, Treasury Guidelines and circulars. Manage the compilation of departmental expenditure and revenue reports. Oversee the capturing of departmental budgets on transversal system in line with PFMA, Treasury Regulations and circulars. Manage capturing of original, adjustment and year end budgets on transversal systems. Ensure the compilation of management reports in terms of the PFMA, Treasury guidelines and circulars. Oversee the creation and circulation of the relevant reporting templates to Responsibility Managers. Provide advice and guidance on budget planning, management and reporting. Provide advice and guidance on budget management prescripts, processes, and procedures. Ensure that Standard Chart of Accounts (SCOA) is properly maintained and arrange SCOA trainings for GDE officials. Ensure expenditure of the department is in accordance with the vote of the department and the main divisions with the vote. Provide advice and support to responsibility managers on remedial measures to prevent over or under spending. Ensure budget confirmation prior to procurement of goods and services. Oversee the effective and efficient management of allocated financial, physical and human resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff.

ENQUIRIES : Ms. Matshediso Kobe Tel No: (011) 355 0033

POST 26/262 : **DEPUTY DIRECTOR: TALENT MANAGEMENT AND INNOVATION REF NO: HO2021/07/03**

Directorate: Human Capital Development

SALARY : R733 257 per annum, (All-inclusive package)

CENTRE : Head Office, GCRA

- REQUIREMENTS** : An appropriate recognized three-year National Diploma/ Degree (NQF Level 6/7). A post-graduate qualification will be an added advantage. At least five years relevant experience of which three years must be at an Assistant Director level or an equivalent level. A comprehensive knowledge of skills development sector, policies and legislation. Human resource development experience. Bursary administration knowledge and experience. Sound knowledge of all relevant national and provincial strategies in relation to skills development. Good organizational and communication skills. Report writing and analytical skills. Sound understanding of PFMA. Computer literate. Good interpersonal skill. Writing and research Stakeholder engagements and management. Must thrive in a fast-paced, ambiguous environment and excel in creating something from a white space. Strong ability to manage multiple projects and stakeholders concurrently. Exceptional communication people leadership, relationship and influence management skills to lead and champion change. Strong analytical and critical thinking skills and project management skills A valid drivers' license is essential.
- DUTIES** : Manage the effective implementation of the youth workforce development programmes. Lead the design and operational execution of Province wide talent processes including, training and development, and stakeholder engagements. Creating innovative strategies that leverage partnerships to facilitate the delivery of high-impact training programs and improve existing programs. Evaluate and track key metrics to determine overall effectiveness of youth talent development initiatives. Manage evidence and data-driven decision-making interventions and processes. Develop programs to increase pipeline efforts through outreach strategies and community partnerships. Lead, manage and coordinate highly visible, cross-sectoral projects in support of talent management programs. Monitor programmes progress, report on performance, and communicate with key stakeholders.
- ENQUIRIES** : Ms Belina Molaba Tel No: (011) 355 1170
- POST 26/263** : **DEPUTY DIRECTOR: MAINTENANCE AND WORK INSPECTIONS REF NO: HO2021/07/04**
Directorate: Maintenance
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (All-inclusive package)
: Head Office, Johannesburg
: An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Built environment / Engineering plus a minimum of 5 years relevant working experience in management of infrastructure projects / infrastructure maintenance projects and programmes, of which three years must be at an Assistant Director level. Knowledge of PFMA/Division of Revenue Act, Treasury Regulations and Circulars. Knowledge of Departmental Supply Chain Management Policies, Procedures and Delegations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Government Immovable Asset Management Act of 2007, South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act of 1996 and, Public Service Act, 1994 and Regulations. Good organizational and communication skills. Good Computer literacy, Communication skills, Financial Management, Management skills, Report writing, Time Management, Interpersonal and Analytical skills. A valid drivers' license is essential.
- DUTIES** : Manage implementation of the Operations and Maintenance Policy and Procedures at all Education Facilities. Provide training to Education Facilities on the implementation of the Departmental Maintenance and Operations Policy and Procedures. Provide training to District Offices on the review of Annual Operations and Maintenance Plans to be prepared by Education Facilities. Monitor and report on compliance by Education Facilities in terms of the Maintenance, Operations Policy and Procedures and Disaster management. Manage and Control Maintenance Costs, Budgets, Procurement and Expenditure. Monitor and report on the expenditure incurred by Public Schools in terms of funds transferred for maintenance as per the South African Schools Act. (Section 21 transfers). Manage the utilisation of Framework Agreements and procurement of new Framework Agreements when required. Manage Condition and Risk Assessments. Monitoring, Reporting and Evaluation. Prepare responses for Audits, Parliament and related forums in terms of maintenance. Manage Maintenance projects Implemented by Head Office (includes unplanned and emergency projects for Education facilities and

maintenance of Offices). Manage procurement and service providers. Manage and monitor payment of maintenance invoices through the Electronic Invoice System. Manage and perform oversight in terms of Implementing agents responsible for maintenance projects. Manage performance and development of development of employees. Develop and manage the operational plan.
Ms Lerato Machaka Tel No: (011) 843 6532

ENQUIRIES

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POST 26/264

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DEPUTY DIRECTOR: SYSTEM ADMINISTRATION: REF NO: HO2021/07/05
Directorate: System Administration and Certification

**SALARY
CENTRE
REQUIREMENTS**

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R733 257 per annum, (All-inclusive package)

:

Head Office, Johannesburg

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An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Public Management / Public Administration plus a minimum of 5 years relevant working experience within Examination or assessment environment of which three years must be at an Assistant Director level. Knowledge of Public Service Act and Regulations, Employment of Educator's Act, Examination Regulations and Policies, SASA, SA-SAMS as amended, Labour Relations Act and relevant legislation pertaining to Exams and Assessments Systems (IECS). Good Communication (Verbal and Written) skills, Computer literacy, Analytical, Conflict Management, Planning and Organising skills. Good Interpersonal relations, Problem Solving, Facilitation and Presentation skills. A valid drivers' license is essential.

DUTIES

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Oversee the development of Examination and Assessment and Learner registrations for all District Offices. Manage the integrated examination computer system (IECS) registration for new public and independent centers ensuring that they meet the minimum requirements to be registered as examinations centers. Manage the signing of the contract for systems update between existing independent schools and the Department annually. Manage the systems administration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Manage the confirmation and clearance of immigrant candidates on the Integrated Examination Computer System (IECS). Oversee the registration and readiness of Examination Centers on Integrated Examination Computer System (IECS). Manage and compile IECS related management plans before commencement of examinations. Oversee the induction training of IECS users, i.e. examination support staff, District examination Staff. Manage the capturing of Examination Centers on the IECS. Oversee the systems administration on resulting and certification for candidates on Integrated Examination Computer System (IECS). Manage the printing and distribution of examination material, i.e. mark-sheets, attendance registers, admissions letters and certificates to the District Managers for prospective candidates. Manage the application for the issuing of certificates - reissue, replacement and combination of result on the IECS. Administer remark, recheck applications after the release of results on IECS. Oversee the registration of candidates on Integrated Examination Computer System (IECS). Manage the identification and response to un-registered candidates during the Preliminary Registration Process to eliminate registration queries. Oversee that statistical data regarding IECS registration processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Supervision and development of staff and ensure that staff are assessed and developed in line with the performance management and development systems.

ENQUIRIES

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Mr Joe Mokhosi Tel No: (010) 601 8086

POST 26/265

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DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION SERVICES REF NO: HO2021/07/06

Directorate: Strategic Policy Management

**SALARY
CENTRE
REQUIREMENTS**

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R733 257 per annum, (All-inclusive package)

:

Head Office, Johannesburg

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An appropriate recognized three-year National Diploma/ Degree (NQF Level 6/7) in Public Management/Administration or Communication related qualification plus a minimum of 5 years relevant working experience in administration, of which three years must be at an Assistant Director level. Knowledge and understanding of public sector, local government and public/private entities systems and relevant legislation/statutes. Knowledge of

education legislation and other relevant legislation relating to parliamentary services, Constitution of the Republic of South Africa, Public Service Act and Regulations, Public Finance Management Act and Treasury Regulations and Ministerial Handbook. Excellent communication (verbal & written) and interpersonal skills. Computer literacy skills, Time management skills, Problem solving, Project Management, Analytical and Report writing skills. A valid South Africa driver's license is required.

DUTIES : Oversee the provision of legislative support services of the Executive Authority and Senior Management. Monitor and ensure compliance with the programme of the legislature together with the PLO in the office of the MEC. Coordinate responses to recommendation from studies conducted by the portfolio committees. Co-ordinate responses to Parliamentary questions directed to the Executive Authority, Senior Managers and from other departments and public entities. Quality Assure and verify responses to the Legislature requests. Manage the tracking of various processes related to the legislature. Provide advice on Legislature policies, procedures, guidelines and reports to the Executive Authority and Senior Management. Conduct desktop research when necessary. Liaise with relevant experts on guiding the Executive Authority in tabling of legislative data and reports for reference. Coordinate in the compliance with and responses to resolutions of the legislature especially the Education and Finance Committees and SCOPA. Support the Executive Authority, Head of Department and Senior Management in respect of Executive Council submission, reports and decisions. Management, Supervision and development of staff. Ensure that staff are assessed in line with their performance management and development system and performance agreements. Compile monthly, quarterly and Annual reports and report on trends observed within the Department.

ENQUIRIES : Mr Faizel Peerbhai Tel No: (011) 355-0494

POST 26/266 : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES**
REF NO: GE2021/07/07
Directorate: Transversal Human Resource Services

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : Gauteng East District
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management and related qualification majoring in HR/Personnel Management plus a minimum of five years' experience in Human Resources Management environment, of which three years must be at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.

DUTIES : Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.

ENQUIRIES : Ms Roseline Vaughan Tel No: (011) 843 6869

POST 26/267 : **DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION REF NO: GE2021/07/20**
: Sub Directorate: Finance and Administration

SALARY CENTRE REQUIREMENTS : R733 257 per annum, (All-inclusive package)
: Gauteng East District
: An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Accounting/Financial Administration and related qualification majoring in Accounting/finance plus a minimum of 5 years relevant working experience in the financial management environment, of which three years must be at an Assistant Director level. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge of public sector procurement and Supply Chain Management. Computer literacy in Excel, Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL and SAP. Excellent written & verbal communication skills. Valid driver's license.

DUTIES : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting through Matlotlo council. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Prepare adjustment budget inputs including virements for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Assist IDSO's with all financial administrative aspects affecting schools. Implement and maintain asset management policies of the department. Link between district and GDF. Manage SLA with the GSSC and all other implementing agencies. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and through applicable compliance certificates.

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

POST 26/268 : **ASSISTANT DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS) REF NO: HO2021/07/10**
: Directorate: Education Planning Information Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Head Office, Johannesburg
: An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Information Technology/ Information Systems plus a minimum of 3-5 years relevant working experience in Information Technology Systems including using databases and data analysis. A sound Knowledge of government process. Knowledge of technical aspects of computing including networking, operating systems and hardware. Knowledge in one of the statistical packages would be advantageous. Computer Literacy especially word processing, spreadsheets (excel) and databases (access). Computing including networking, operating systems MS SQL Server. Time Management, Good Verbal and Written Communication and Planning and Organising skills. Analytical mind which is able to process information logically. Ability to run and operate database systems. The ability to work under pressure and meet deadlines. Be willing to work irregular hours and travel extensively. Valid driver's license.

DUTIES : Maintain the Departments' Education Management Information Systems (EMIS). Analyse and maintain the integrity of the Education Management Information Systems (EMIS). Develop a dashboard of EMIS metrics to be presented at monthly, quarterly, and annual senior leadership meetings. Compile EMIS reports and records for EMIS data through SA-SAMS. Ensure provision of an accurate, effective and efficient reporting cycle to management. Co-ordinate training on the SA-SAMS system to schools, districts and other stakeholders. Generate and maintain effective EMIS reports, e.g., statistical reports, quarterly reports, data quality assurance reports and SA-SAMS submission reports. Administer the Learner Unit Record Information and Tracking System (LURITS) in the province. Ensure the uploads of SA-SAMS data to LURITS. Assist in the development and maintenance of EMIS policies

and guidelines related to data management. Maintain awareness of current trends in EMIS with a focus on applying key technologies to manage data. Assist in the development of end-user procedures, guidelines and documentation. Assist in the development of standard and ad-hoc reports for internal and external stakeholders. Ensure that staff are assessed and developed in line with the Performance Management and Development Systems procedures and guidelines.

ENQUIRIES : Ms. Zoleka Khumalo Tel No: (011) 355 1000

POST 26/269 : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2021/07/11**
Directorate: Enterprise Risk Management

SALARY : R376 596 per annum
CENTRE : Head Office Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma qualification (NQF Level 6) in Financial Management or Internal Auditing or Risk Management plus Certificate in Public Sector Risk Management Framework with a minimum of 3-5 years relevant working experience in a risk management and fraud prevention environment. A sound Knowledge of Public Sector Risk Management Framework, Policies and Practices. PFMA and Treasury Regulations Proficiency. Knowledge of Public Service Regulatory Framework. Standards for the Professional Practice of Internal Auditing. Knowledge of General Recognised Accounting Principles. MTEF budget compilation and analysis. Knowledge of Risk Management and Knowledge of PAIA. Good Computer Literacy skills, Good Verbal and Written Communication and Planning and Organising skills. Change management and Conflict management. Presentation and Facilitation skills. Financial management, Statistical and quantitative analysis. The ability to work under pressure and meet deadlines. A willingness to occasionally work extended hours. Computer skills (MS Word MS PowerPoint, MS Excel, MS Access and MS Outlook). Valid driver's license.

DUTIES : Participate in the development and review of Enterprise Risk Management Strategies, Methodologies, Policies, monitoring and evaluation and reporting mechanisms. Participate in the review of departmental risk management strategies in line with the public-sector risk management framework. Participate in the improvement of methodologies, policies, procedures manual consistent with best practices relating to risk management. Coordinate the approval of risk management strategies, policies and methodologies by the Accounting Officer. Participate in the development and review of monitoring and evaluation mechanisms. Participate in the development and review of the departmental risk profile and Business Unit risk profiles within the Department. (Strategic and Operational levels). Coordinate the development of risk register and risk mitigating measures for all management levels (strategic and operational). Monitor the implementation of risk mitigating measures at all management levels (strategic and operational). Prepare quarterly and annual risk reports for the Department. Coordinate training services in risk management and fraud prevention within the Department. Prepare a report on the implementation of training programs for the presentation at the relevant Committees. Coordinate special projects associated with Risk Management as directed by the Executive Authority. Coordinate the development of the project risk register and advice on risk mitigating measures. Prepare a report on the project risk mitigating measures and an analysis on the project performance. Coordinate the quarterly Risk Management Committee meetings.

ENQUIRIES : Mr. Puledi Selepe Tel No: (011) 355 1154

POST 26/270 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING (X2 POSTS)**
Sub Directorate: Transversal Human Resource Services

SALARY : R376 596 per annum
CENTRE : Johannesburg South District Ref No: JS2021/07/15
Gauteng North District Ref No: GN2021/07/16
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management and related qualification majoring in HR plus minimum of 3 years' experience in the HR working environment at a supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act.

Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate, District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license.

DUTIES : Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.

ENQUIRIES : Ms Mapule Khoarane Tel No: (011) 247 5944 (JS)
Ms Ettlet Legodi Tel No: (012) 846 3652 (GN)

POST 26/271 : **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: TS2021/07/17**
Sub-Directorate: Finance and Administration

SALARY : R376 596 per annum
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management, Accounting, Public Finance, Cost and Management and related qualification majoring in Accounting/Finance plus minimum of 3 years relevant experience at a supervisory level. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.

DUTIES : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

- ENQUIRIES** : Mr Thabiso Mphosi Tel No: (012) 401 6434 (TS)
- POST 26/272** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: TW2021/07/18**
Sub-Directorate: Transversal Human Resource Services
- SALARY** : R376 596 per annum
CENTRE : Tshwane West District
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource and related qualification majoring in HR/ Personnel Management plus minimum 3 years' experience in human resource management/administration at supervisory. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office and Presentation. A valid South African driver's license.
- DUTIES** : Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on persal and update records on Persal. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on Persal. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assure the correct capturing of termination on Persal against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.
- ENQUIRIES** : Ms Priscilla Ravele Tel No: (012) 725 1451 (TW)
- POST 26/273** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: HO2021/07/22**
Sub-Directorate: HR Transaction Services (H/O) and Transversal Support
- SALARY** : R376 596 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management and related qualification majoring in HR/ Personnel Management plus minimum 3 years' experience in human resource management/administration at supervisory. Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.

DUTIES : Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on persal and update records on Persal. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on Persal. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the Senior management services, on all service termination payments and benefits. Advise SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assure the correct capturing of termination on Persal against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

ENQUIRIES : Mr R Choonara Tel No: (011) 843 6580

POST 26/274 : **ASSISTANT DIRECTOR: ADMINISTRATION (OFFICE SERVICE POOL)**
REF NO: EN2021/07/19
Sub Directorate: Finance and Administration

SALARY CENTRE REQUIREMENTS : R376 596 per annum
: Ekurhuleni North District
: An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Public Administration/Public Management/ Office Management /Transport management/Archives and Records Management plus minimum of 3 years relevant experience at a supervisory level. Knowledge of Treasury Regulations and PFMA. Building and office administration. Fleet management. Filing systems. Administration procedures relating to specific working environment, including norms and standards. Skills Planning and organizing. Client service. Interpersonal relations. Problem solving. Conflict resolution. Computer literacy. Report writing skills. Ability to perform routine tasks. Valid driver's license.

DUTIES : Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Wastepaper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-

system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan. Ms Emily Mochela Tel No: (011) 746 8190 (EN)

ENQUIRIES

POST 26/275

PERSONAL ASSISTANT REF NO: HO2021/07/12
Chief Directorate: School Interventions

**SALARY
CENTRE
REQUIREMENTS**

R257 508 per annum
Head Office, Johannesburg
Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES

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

ENQUIRIES

Ms Winny Radzilani Tel No: (011) 843 6540

POST 26/276

PERSONAL ASSISTANT REF NO: HO2021/07/23
Directorate: Maintenance

**SALARY
CENTRE
REQUIREMENTS**

R257 508 per annum
Head Office, Johannesburg
Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES

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

ENQUIRIES

Ms Lerato Machaka Tel No: (011) 843 6532

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 : 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 : 16 August 2021

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 copies of qualifications and ID must be attached. General information: Short-listed candidates will be required to submit certified copies of qualifications and ID and they 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.

OTHER POSTS

POST 26/277 : **DEPUTY DIRECTOR: DESKTOP SUPPORT REF NO: REFS/011490**
Branch: Information Communication Technology

SALARY CENTRE : R869 007 per annum, (all-inclusive remuneration package)
Johannesburg

REQUIREMENTS : Matric plus National Diploma in Information Technology (NQF Level 6) or related NQF 6 Information Technology three-year qualification. At least 3 – 5 years' experience in desktop support environment. Supervisory experience is required. Microsoft Certified System Engineer/Administrator. Project Co-ordination and Project Management will be advantageous.

DUTIES : Manage and perform supervisory duties on a daily basis for the IT Desktop Support Team and ensuring procedures and processes are adhered to. Ensure adequate staffing levels are maintained within the Desktop Support teams at all times. Ensure targets outlined by the SLA and KPI's are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major system outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues and escalate the to IT Service Delivery Manager. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain and upgrade desktop hardware and software applications. Assist Users in choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8440

POST 26/278 : **DEPUTY DIRECTOR: BUSINESS ANALYST REF NO: REFS/011603**
Branch: Information Communication Technology

SALARY CENTRE : R733 257 per annum, (all-inclusive remuneration package)
Johannesburg

<u>REQUIREMENTS</u>	:	Matric Certificate plus National Diploma (NQF Level 6) in Computer Science, Management Information Systems associated with a Qualification in Business Analysis. A minimum of 3-5 years' in middle management in the related field is required.
<u>DUTIES</u>	:	Work with business partners to elicit, analyze and document business requirements. Liaise with IT project teams to communicate business priorities, translate business requirements into technical requirements and identify appropriate solutions. Facilitate regular requirement gathering and design sessions with user community and communicate expectations to the development team. Negotiate innovative business solutions that satisfy customer needs are consistent with architectural guidelines and conform to security standards. Work with multiple stakeholders to assess the impact of proposed solutions, facilitate deployments and minimize disruption to services. Work with business partners to conduct user acceptance testing. Document user manuals to describe application installation and operating procedures. Coordinate the project resources to ensure that projects are delivered on time and within budget. Identify opportunities for business-led delivery. Provide consultative support on business-led technology initiatives.
<u>ENQUIRIES</u>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527
<u>POST 26/279</u>	:	<u>DEPUTY DIRECTOR: WAREHOUSE DESIGNER REF NO: REFS/011598</u> Branch: Information Communication Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all-inclusive remuneration package) Johannesburg Grade 12 plus a National Diploma/Degree in ICT or related NQF6 qualification. 3-5 years related working experience at a junior manager level (i.e. Assistant Director). Certified in Business Analysis or Data Analytic solutions such as Data Factory, Data Bricks and Power BI. Related Experience must be in any of the following: Data Modelling, Data Warehousing, Data Extraction, Transformation and Loading, understanding the data landscape and building of custom extractors and cubes from various source systems, SQL tables and custom SQL extractors. Experience in GIS Analytic Development will be advantageous.
<u>DUTIES</u>	:	Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<u>POST 26/280</u>	:	<u>DEPUTY DIRECTOR: CONSTRUCTION DEVELOPER REF NO: REFS/011599</u> Branch: Information Communication Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (all-inclusive remuneration package) Johannesburg Grade 12 plus a National Diploma/Degree in ICT or related NQF6 qualification. 3-5 years related working experience at a junior manager level (i.e. Assistant Director). Certified in Business Analysis or Data Analytic solutions such as Data Factory, Data Bricks and Power BI. Related Experience must be in any of the following: Data Modelling, Data Warehousing, Data Extraction, Transformation and Loading, understanding the data landscape and building of custom extractors and cubes from various source systems, SQL tables and custom SQL extractors. Experience in GIS Analytic Development will be advantageous.

- DUTIES** : Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- POST 26/281** : **DEPUTY DIRECTOR: SECURITY INFORMATION REF NO: REFS/011524**
Branch: Information Communication Technology
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (all-inclusive remuneration package)
: Johannesburg
: Matric Certificate plus a National Diploma in Information Security or related ICT 3 year qualification. Information Security Certificate. 3-5 years' experience in Information Security and Risk Management. Supervisory experience is required.
- DUTIES** : Provide strategic direction in terms of policy development and enforcements. Provide information security (IS) policies awareness and advice to IS sub-committee members and ensuring approval and implementation thereof. Conduct periodic Risk assessments. Develop and maintain Information Security policies as well as rolling out of IS Policy awareness when needed. Qualify assure processes and services. Develop minimum security standards, procedures and processes as well as ensuring approval thereof. Ensure compliance to ISO 177799 and other applicable information protection acts.
- ENQUIRIES** : Oscar Baloyi Tel No: (011) 689 4648
- POST 26/282** : **ASSISTANT DIRECTOR: DEVELOPER REF NO: REFS/011512 (X2 POSTS)**
Branch: Information Communication Technology
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum, (plus benefits)
: Johannesburg
: Matric Certificate plus a National Diploma in Information Technology. A minimum 3 to 4 years' experience in system development and support. 1 Year experience in Azure DevOps.
- DUTIES** : Application Development, implementation, testing, maintenance, administration and supporting of various applications. Gathering and documenting customer requirements. Provide first line support for users regarding application queries and general issues. Develop and apply modifications/enhancements to existing applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports. Conduct workflow, process diagram and gap analysis to derive requirements for existing application enhancements. Develop standards to ensure data quality, reliability and integrity across various database systems. Plan and Implement Database Designs for applications. Create and maintain databases for a variety of customers.
- ENQUIRIES** : Ms. Portia Makotwane Tel No: (011) 689 8898
- POST 26/283** : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/011520**
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum, (plus benefits)
: Johannesburg
: Matric certificate plus National Diploma in Forensic Investigations or Security Risk Management or related field. A minimum of 3-4 years' experience in security risk management. Exposure and knowledge to Forensic Disciplines.

		Good knowledge/ understanding of security programmes and their interlink. Knowledge and understanding of Public Sector environment and Organs of the State.
<u>DUTIES</u>	:	Implementation of the provisions of Minimum Information Security Standards. Evaluate the implementation of Security Policies and procedures. Administration of Security Vetting (programme). Co-ordinate all the Technical Security Counter Measures (TSCM) applications. Coordinate Threat & Risks Assessments, ensure implementation of recommendations and administrative part thereof. Conduct Security Vetting and Ethics Awareness Programme. Assist the DD in the implementation of the subunit's OPS Plan and budget utilization.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<u>POST 26/284</u>	:	<u>ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: REFS/ 011521 (X2 POSTS)</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum, (plus benefits) Johannesburg Matric Certificate plus a National Diploma (NQF 6) in Security or related field. Electronics, Certificate in Basic CCTV Operator Training, Valid Registration with PSIRA (including new PSIRA Certificate) with a minimum of Grade B, Valid Driver's License (will be advantageous), Valid Security Clearance issued by the SSA / the incumbent should be prepared to undergo the process of obtaining one within 6 months after appointment. Minimum of 3-4 years proven work experience in various Security Technologies for Access & Egress Control including Surveillance Management Systems, Professional Registration with any other professional security related body (will be advantageous). Supervisory experience.
<u>DUTIES</u>	:	Supervise the administration of Electronic Security Systems within the department and off sites. Supervise security personnel deployed and working with any electronic security systems utilized by the department. Assist the relevant manager with electronic security systems (hardware and components) required for the Access & Egress Control Systems including Surveillance Management. Liaise with internal business unit on the matters that affects the Electronic Security Systems (e.g. storage requirements for the surveillance system). Prepare, utilize and interpret electronic data for departmental business requirements and within the framework. Assist the relevant manager with budget / financial implications of any departmental requirements in relations to the Security Systems. Ensure integration of any hardware or software components utilized by the department for the purposes of safety and security (e.g. guard track). Draft and prepare official reports for the relevant line manager. Management of the following security functions: (sub-contractors, physical and surveillance security) draft internal security policy and advise on amendments thereto. Advise management of the security implications of management decisions. Identify all risks and threats to the security of the institution's capacity to counter these. Formulate security measures and procedures in line with policy. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security training capacity for the e-GOV. Run security awareness programs at the e-GOV. Monitor the extent of adherence/ compliance to the security policy and measures.
<u>ENQUIRIES</u>	:	Mr. Leon Steyn Tel No: (011) 689 8400
<u>POST 26/285</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS SUPPORT REF NO: REFS/011522</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum, (plus benefits) Johannesburg Matric plus National Diploma in Facilities Management or related qualification. 3-4 years' experience in the related field.
<u>DUTIES</u>	:	To ensure that the e-Government building is safe and in good condition at all time. To ensure that building maintenance measures are developed and implemented. To continuously evaluate and monitor the safety and occupational health conditions of the building. To ensure that the maintenance contractors carry out maintenance as per maintenance specification plan. To ensure that cleaning in the building is in accordance to the required standards.

Attend to call outs. Oversee other additional responsibilities related to building facilities. Supervision of all matters related to Auxiliary Services including but not limited to Maintenance. Ensure Legislative compliance in relations to the building including but not limited to OHSA and Building Regulations Act. Liaise with all Internal and external stakeholders like the Municipal which has jurisdiction over the buildings which are under the department including Department of Infrastructure Development. Client Relations Management- monitor internal and external service delivery for the sub directorate.

ENQUIRIES :

Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 26/286 :

ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: REFS/011552

Branch: Corporate Management

SALARY :

R376 596 per annum, (plus benefits)

CENTRE :

Johannesburg

REQUIREMENTS :

Matric plus National Diploma in Archival Science or related qualification. 3-4 years' experience in the related field.

DUTIES :

Manage implementation and provide guidance to the practitioners on backup, archiving processes and audit trails for electronic records as well on measures to prolong the access and use for as long as required, including migration across systems and onto different types of media. Provide a professional development program for records management practitioners. Providing on the job training and records management induction programme for new and existing records management practitioners. Explain and outline the job expectations, descriptions, listing duties and essential attributes required for records management practitioner reporting to them. Conclude performance contracts, reviews, and develop personal development plans for the records management practitioners. To implement recordkeeping practices and to ensure that relevant information is available regarding the recordkeeping and records management practices of the institution. To implementing a Records management policy and standards. To ensure that the records management practitioners understand their responsibilities and acquire the necessary skills to manage records effectively. To ensure that information can be identified and retrieved. To ensure that all records are kept in safe custody. To implement a systematic disposal programme. To ensure that all electronic records are managed according to the requirements of the National Archives and Records Services and good governance. Implement evaluation criteria in place to monitor compliance with sound records management practices. To ensure the procedures to keep records which are adequate, consistent and necessary for statutory, legal and business requirements are in place (record quality). To manage the incoming requests, outgoing and return registers and systems which maintain appropriate confidentiality, security and integrity for records in their storage and use (security). Manage staff performance viz attendance registers, daily reports, quality assurance, coaching, mentoring, training, induction and guidance of records management practitioners. To maintain best-practice technology for the storage, management and preservation of records and the automation of associated processes (technology). Ensure effective training of E-Government filing practitioners, E-Government staff and the GPG entities of records management practises. Ensure adherence to the comprehensive file plan in line with the National Archives and Records Services Act for implementation throughout E-Government and GPG departments. Ensure implementation of supporting records management procedures e.g. Procedure manuals, training and development material. To ensure communication by instituting sub unit/section meetings. Update lists of all records vital to the continuing function of the activities of the E-Government in the event of a disaster and make provision for their protection (disaster recovery plan). Implementation of the Customer satisfaction survey to key E-Government staff (monthly). Advise on Resource Plan requirements to take account of the volume and nature of the records due for appraisal. To establish backup files /records and systems for the continuity of the process in the event of systems collapse or corruptions. Ensure filing is up to acceptable standards. Resolve problems and queries in the records management center. Provide progress reports

ENQUIRIES :

Ms. Nhlanhla Mabuza Tel No: (011) 689 8511

- POST 26/287** : **PROJECT ADMINISTRATOR REF NO: REFS/011523**
Directorate: Programme Management
- SALARY** : R316 791 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus NQF level 6 qualification in Business Administration/Project Management or related field. 2-3 years working experience in Project Administration/Management. Experience within Government service will be an added advantage.
- DUTIES** : Provide overall administrative responsibility for the programme office. Provide administrative and project support for various project teams, project members, and various management committees. This includes the planning, organizing and coordinating of various administrative functions. Communication with all stakeholders when necessary. Monitor and track project and management related queries. Plan, organize and coordinate various events for the programme office. Expertise in specialist tools and techniques is provided (e.g. planning tools, risk tools and methodologies).
- ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527
- POST 26/288** : **SENIOR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/011526**
Branch: Corporate Management
- SALARY** : R316 791 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma (NQF 6) in Human Resource Management or commerce related. 2-3 years' experience in the Human Resource Administration. Knowledge and use of Human Resource systems especially SAP R/3 and PERSAL.
- DUTIES** : Ensure that all permanent, fixed term and contract workers in the Department of e-Government are appointed as per Public Service Act. Manage and process employee benefits, leave, PILIR and Service Termination on PERSAL and SAP. Performance Management and Development of the team to ensure optimum utilization of skills and knowledge. Ensure correctness of calculations of payments. Submit monthly reports. Distribute daily work to team members. Receive requests through walk in, telephonically or email. Resolve and escalate where necessary. Contribute towards the efficient management of the unit. Advising all staff in the Department on HR matters from appointment to termination as defined in the Public Service Regulations and Act. Supervision of administrative practitioners. Ensure the effective management of the staff establishment. Prepare and manage project plans on employee benefits such as GEHS, overtime, leave audit etc. Ensure new employees and promotions are appointed in actual funded vacant post and paid against the correct pay point details. Ensure employee benefits and entitlements are paid on time and as per qualifying dates. Provide authentic support to auditors. The manual implementation and management of the casual worker payments. Consultative role to all HR administrative issues.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648
- POST 26/289** : **SENIOR PRACTITIONER: DESKTOP SUPPORT REF NO: REFS/011528**
Directorate: IT Operations
- SALARY** : R316 791 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a minimum of National Diploma in Information Technology with 2 - 3 years' experience in IT/Desktop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.
- DUTIES** : To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. To assist all our users with any logged IT related incidents when called upon. Take ownership issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk

system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in a quick resolution of their incidents and service requests and enable users to become more self-efficient. Attend GPG outreach programmes for the citizens.

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

POST 26/290 : **PERSONAL ASSISTANT REF NO: REFS/011531 (X3 POSTS)**
Chief Directorates: Chief Financial Officer, Resource Management and Information Communication Technology.

SALARY CENTRE REQUIREMENTS : R257 508 per annum, (plus benefits)
: Johannesburg
: Matric plus a minimum of a Secretarial Diploma or related qualification. 1-2 Years clerical or administrative experience. Ability to run and maintain a record management system. Procurement of goods and services. Ability to properly record minutes and decisions at meetings. Advanced knowledge of relevant software packages.

DUTIES : To render secretarial, administrative, office and personal support to senior manager. To provide a secretarial/receptionist support service to the manager. Provide support to manager regarding meetings. Support the manager with the administration of the budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. The candidate will be responsible for the following: Perform "front-line" functions by determining the business of persons wishing to have audience with the Manager (in person or telephonic) and admitting/making an appointment/redirecting such persons. Provides secretarial functions to the Manager through organizing the Manager's affairs: maintaining and organizing the Diary to arrange and prioritise meetings, confirming appointments and reminding the Manager of engagements, arrangement of transport and accommodation. Reply to queries on behalf of the Manager. Compile/type correspondence, documentation, e-mailing, faxing, photocopying. Provides Secretarial functions to meetings of the Manager, through making logistical arrangements, distributions of the notice of meetings and the agenda, takes, prepares and disseminates minutes. Provides Administrative support to the Manager through ensuring the updating and safekeeping of all records, duplication of documents, office provisioning, management of the telecommunications system, receiving correspondence (hard copy and electronic, interpreting, informing the Manager of otherwise dealing with and/or redirecting correspondence, manage and maintain internal filing system. Order stationery, miscellaneous items and other labour-saving devices. Provides for general management of the Office (i.e. keeps the appearance professional). Assists the Manager by sourcing relevant information (searches Internet, newspapers and magazines for what there is and what there is and what is appropriate to the request, reads and interprets), downloads/duplicates and passes the information on to the Manager for their information. Assists with the processing of invoices and payments. Handles petty cash.

ENQUIRIES : Mr. O. Baloyi Tel No: (011) 689 4648

POST 26/291 : **PRACTITIONER: DEBT MANAGEMENT REF NO: REFS/011532 (X2 POSTS)**
Chief Directorate: Human Resource Services

SALARY CENTRE REQUIREMENTS : R257 508 per annum, (plus benefits)
: Johannesburg
: Matric plus National Diploma (NQF 6) in Business Management/ Commerce with 1-2 years' debt collection experience/legal collection experience. Knowledge of BAS/SAP/DEBTPACK/PERSAL is an added advantage. Good communication skills, excellent customer service, interpersonal, planning and organizing skills are essential.

DUTIES : Collection of debt, ensuring that debts are collected and administered within the Service Level Agreement. Provide management of accurately and timeous

collection of statistics. Submit a weekly transaction report. Effectively communicate with customers.
ENQUIRIES : Ms. Nhlanhla Mabuza, Tel No: (011) 689 8511

POST 26/292 : **PRACTITIONER: RECORDS MANAGEMENT REF NO: REFS/011550**
Branch: Corporate Management

SALARY : R257 508 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF 6 Qualification in Business Management/ Records Management /Commerce related qualification. 1-3 years' experience in Document Management and Administration. Computer skills required.

DUTIES : Design, evaluate, implement and maintain records classification systems. Provide records management training. Conduct appraisal of records for disposal purpose. Conduct inspection to ensure compliance with proper records management practices. Provide professional support and advice to stakeholders. Collect, arrange describe and preserve non- public and public records. Promote and market archival function and service.
Ms. Sithembile Buthelezi Tel No: (011) 689 6527

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 26/293 : **PRACTITIONER: DOCUMENT MANAGEMENT REF NO: REFS/011551 (X2 POSTS)**
Branch: Corporate Management

SALARY : R208 584 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF 6 Qualification in Business Management/ Records/Commerce related qualification. 1-3 years' experience in Document Management and Administration. Computer skills required.

DUTIES : Categorization of mandates in accordance to mandate type and processing area registration of mandates onto Document Management System. Receipt categorization, verification, registration, data capturing and scanning of all inbound mandates received from GPG Departments within the stipulated service level agreement. Data capturing of metadata in line with mandate requirements and preparation for scanning purposes. Image capturing/ scanning of mandates and verification prior to delivery process for Team Leader intervention.

ENQUIRIES : Ms. Nhlanhla Mabuza, Tel No: (011) 689 8521

POST 26/294 : **SENIOR SECURITY OFFICER REF NO: REFS/011513 (X2 POSTS)**
Branch: Corporate Management

SALARY : R208 584 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus Grade C Security qualification with 3-5 years' working experience. Basic security course in access control. Knowledge of access control procedures, patrolling searching, control room operations security equipment, radio and telephone communication is vital. Supervisory skills, knowledge of the operation equipment's and devices, incident handling procedures, investigations and security control will be an added advantage.

DUTIES : Perform Access Control. Report Incidents. Emergencies. Manage the security scanners in the entrance points. Determine whether visitors have appointment / services that the visitor require via reception. Ensure that no equipment and Asset of the department leave the building / Premises unauthorized. Undertake regular patrol patrols inside building as prescribed by the department, security police and procedures. Monitoring CCTV on regular basis. Contact /alert emergency SAPS, EMS, Security management, fire department. Initiate emergency evacuation procedure. Ensure that all personnel and visitors have evacuated the building during (Patrol access patrol, CCTV. Taking statements, opening incidents files and hand over file to the physical manager.

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

POST 26/295 : **TRANSPORT CLERK REF NO: REFS/011533**
Branch: Corporate Management

SALARY : R173 703 per annum, (plus benefits)
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	Matric Certificate plus a valid Driver's license, customer service, minimum of 1-2 years' experience in transport administration and computer literacy.
<u>DUTIES</u>	:	Manage E-GOV-GG Vehicles. Book and arrange alternative transport for different official's (V.I.P) as and when necessary. Manage query response and resolution on time. Manage and develop appropriate relationship with client and customer including merchants. Preparation of monthly reports for E-GOV-GG-Vehicles. Make sure that the keys and petrol cards are safe.
<u>ENQUIRIES</u>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527
<u>POST 26/296</u>	:	<u>HELPDESK PRACTITIONER REF NO: REFS/011534</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum, (plus benefits) Johannesburg
<u>DUTIES</u>	:	Matric Certificate plus, Knowledge and use of PERSAL System. Knowledge of Microsoft Word, Excel and Outlook. 3-5 Years working experience in Human Resource/Help Desk environment. Follow standard help desk procedures. Respond to emails, telephonic and walk in queries from internal and external employees seeking help with regards to HR related matters. Log all help desk interactions. Provide help desk support and resolve problems to employees' satisfaction. Assist staff members with confirmation letters and certification. Direct critical queries to relevant personnel. Keep relevant HR forms for staff. Keep master file of all HR documents. Perform PA duties. Track and route problems and requests and document resolutions. Stay current with system information, changes and updates. Support and provide guidance to clients. Receive all HR correspondence and documents.
<u>ENQUIRIES</u>	:	Ms. Portia Makotwane Tel No: (011) 689 8898
<u>POST 26/297</u>	:	<u>DRIVER/ MESSENGER REF NO: REFS/011536</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 281 per annum, (plus benefits) Johannesburg
<u>DUTIES</u>	:	Matric plus Driver's license, Professional Drivers Permit, Computer Literacy. Minimum 1 year driving experience. Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to vehicle and goods handled. Ensure proper running of messenger/driving services. Ensure proper recording of correspondence. Ensure the flow of information to and from the department and other entities. Assist the Transport Clerk when required. Manage and develop appropriate relationships with clients/customers, including departmental contacts.
<u>ENQUIRIES</u>	:	Ms. Nhlanhla Mabuza Tel No: (011) 689 8521
<u>POST 26/298</u>	:	<u>SECURITY OFFICER REF NO: REFS/011537 (X6 POSTS)</u> Branch: Corporate Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R122 595 per annum, (plus benefits) Johannesburg
<u>DUTIES</u>	:	Grade 10 or equivalent. Valid PSIRA Registration (and New Certificate) / Minimum of Grade-C. Training: Security Training at PSIRA registered (Training Facility). SASSETA Aligned Training / Unit Standards: Demonstrate Knowledge of Firearms Control Act 2000, (Act no 60 of 2000) – (117705) NQF Level 3 (Minimum). Certificate: Basic Principles of Access & Egress Control. The candidate must be prepared to undergo Security Vetting within one month of assumption of duty and confirmation of appointment shall be subject to the positive security clearance. Minimum of 3 (continued) years and practical work experience in Safety and Security industry- 2 years should have been in a corporate security environment. Render physical access and egress control duties in all the building's managed by the department (including in events). Perform legal duties aimed at safeguarding departmental assets, information and human capital through utilization of various security technologies and techniques. Conduct security pro -active and patrols activities aimed at early identification of a possible

security breach / hazard. Perform security administration functions and ensure that all security incidents and activities are duly recorded in the respective registers.

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

POST 26/299 : **FOOD AID SERVICES REF NO: REFS/011538**
Branch: Corporate Management

SALARY : R102 534 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent).
DUTIES : Effective logistical services for meetings and workshops. Inventory control: update inventory list. Clearing and washing up crockery from venues. Kitchens always kept clean and tidy. Cleaning of fridges and microwaves. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measured. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks. Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

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

DEPARTMENT OF HEALTH

OTHER POSTS

POST 26/300 : **CHIEF CLINICAL PSYCHOLOGIST (DISTRICT SPECIALIST TEAM) REF NO: SDHS/2021/07/10 (X1 POST)**
Directorate: District Mental Health

SALARY : R1 487 664 – R1 578 939 per annum, (All-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 certificate or equivalent. Appropriate qualification that allows registration with the HPCSA as a Clinical Psychologist; Proof of current 2021 registration with the HPCSA in the category: Clinical Psychologist (Independent Practice); 3 years' experience as a Clinical Psychologist post community service, of which at least 2 years must have been in a community psychiatric setting; Ability to perform research (qualitative and quantitative); A research record of publications will be an advantage; Broad experience working in a psychiatric setting is required. The candidate must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Managerial experience would be an advantage; Computer literacy (MS Word, Excel and PowerPoint); Leadership qualities; The ability to work independently; The ability to maintain being a service professional and strive to exceed customer expectations; Applicant must be prepared to under pre-employment and periodical medical surveillance as part of employment condition. Ability to work in a team; A driver's license.

DUTIES : Conduct a situational analysis of mental health in the district which includes Population Profile, Map and report of public, non-health government, private, mental health related PBOs, and traditional health services, Status of Information Technology in the District, Budget plan. Based on the situational analysis report, develop an action plan towards improvement in mental health coverage and mental health process of care and care outcomes including Primary Health care services, Community Psychiatry district allied health workers and CHWs. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. M&E through appropriate tools and indicators. Implementation of the operational plan. Inter-sectoral and inter-disciplinary collaboration and coordination. Monitoring and evaluation through quality assessments and tools. Develop research and translate into improved services.

- ENQUIRIES APPLICATIONS** : Prof Lesley Robertson Tel No: 083 447 1682
 : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
- NOTE** : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted.
- CLOSING DATE** : 20 August 2021
- POST 26/301** : **MEDICAL SPECIALIST REF NO: HRM 15/21**
 Directorate: Medical
- SALARY** : Grade 1: R1 106 040 per annum (Plus Benefits) (X1 Post)
 Grade 2: R1 264 623 per annum (plus Benefits) (X2 Posts)
- CENTRE REQUIREMENTS** : Sterkfontein Hospital
 : FCPsych (SA) and MMed (psychiatry) and registration with the HPCSA as Medical Specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry.
- DUTIES** : Clinical service Delivery- Assess, treat monitor mental health care user in line with the Mental Health Care Act No 17 of 2002. Prepare psychiatric and medico-legal reports as required. Lead a multidisciplinary team to ensure a holistic approach to patient care. The incumbent will be required to participate in forensic psychiatric work as well as to manage general psychiatric patients. Teaching and training: Supervision, teaching and assessment of postgraduate and undergraduate students. This includes Registrars, Medical officer, Medical student, Psychology interns, Occupational therapy and others. Participate in the academic programmes at Sterkfontein Hospital as well as those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical related administration task. Membership of and participation in relevant committees. Research: Actively participate and promote the research programme. Supervision and Marking of MMeds.
- ENQUIRIES APPLICATIONS** : Professor U Subramaney Tel No: (011) 951 8341
 : Applications must be submitted on fully completed new format Z83 (81/971431), fully completed CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 20 August 2021 TIME: 12H00
- POST 26/302** : **MEDICAL SPECIALIST GRADE 1 REF NO: PHOLO 2021/07/01**
Directorate: Mental Health
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum, (All-inclusive package)
CENTRE : Pholosong Hospital
REQUIREMENTS : MBChB / MChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as medical specialist and proof of current registration. Appropriate experience in Clinical Psychiatry and Mental Health. Grade 1: Less than 5-year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Specialty. Driver's License is essential.
- DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the District including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence-based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor 68 adherences to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussions of patients in surrounding hospitals' psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Training of undergraduate programs.
- ENQUIRIES** : Dr N.M. Makgana Tel No: (011) 812 5162
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Re-advertisement 16 August 2021
- CLOSING DATE** : 16 August 2021
- POST 26/303** : **PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: EHD2021/07/13**
Directorate: Mental Health Services
- SALARY** : Grade 1: R1 025 316 – R1 137 936 per annum, (all inclusive – remunerative package)
CENTRE : Ekurhuleni Health District

- REQUIREMENTS** : Master's degree in a Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. A minimum of 5 years' experience in Clinical Psychologist as an independent psychologist with experience in a Community Mental Health setting. A minimum of 3 years' experience as a Coordinator/Supervisor. Knowledge of the Mental Health Care Act and other relevant pieces of legislation, government strategic goals and policies. Recommendations: Evidence of coordination of clinical psychological services, outreach programmes and PMDS for psychologists. A valid South African driver's license is essential.
- DUTIES** : Assist in Management of the Clinical Psychology Unit including Overseeing the daily operations of the unit within the clinics and district hospitals. Ensuring that policies and protocols are upheld and followed. The Principal Clinical Psychologist will report to the Chief psychologist and act as liaison between the Office of the Chief Clinical Psychologist and health facilities, Clinical psychologists and counsellors. Administrative duties assigned to post. Draft Standard Operating Procedures and develop operational and strategic plans required to meet the objectives 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 implementation of the psychological services follow official policies of the Gauteng Health Department. Training and supervision of staff and / or community service psychologist. Perform clinical work as a clinical psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of Mental health Care Users. Including attending relevant meetings, providing psychotherapy and conducting psychometric assessments and community engagement.
- ENQUIRIES APPLICATIONS** : Dr B.J.K Motshwane Tel No: (011) 876 -1717
: should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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** : 20 August 2021
- POST 26/304** : **DEPUTY DIRECTOR – OCCUPATIONAL THERAPY (DISTRICT SPECIALIST EAM) REF NO: SDHS/2021/07/11 (X1 POST)**
Directorate: District Mental Health
- SALARY CENTRE REQUIREMENTS** : R857 559 – R951 765 per annum, (All inclusive package)
: Sedibeng District Health Services
: Grade 12 certificate or equivalent. Degree in Occupational Therapy. Proof of current 2021 registration with the HPCSA as Occupational Therapist (proof of current registration must be attached). Minimum of 6 (six) years appropriate/recognizable experience as an Occupational Therapists after registration with HPCSA as Occupational Therapist and of which (3) three years must be in management. Leadership qualities, ability to work independently and in a team, Computer literacy (MS Word, Excel and PowerPoint), a driver's license. Experience in community mental health context and the ability to perform research (qualitative and quantitative) will be an advantage. Ability to maintain being a service professional and strive to exceed customer expectations. applicant should be prepared to undergo pre-employment and periodic medical surveillance part of the employment conditions.
- DUTIES** : Conduct a situational analysis of mental health in the district which includes population profile and all resources such as public, non- governmental

organisations, private, mental health related organizations, and traditional health services. Develop a strategic plan and annual action towards improvement in mental health OT, inclusive of coverage, process of care and care outcomes, multi-disciplinary teamwork and intersectoral collaboration. Ensure that comprehensive mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles and that the necessary monitoring is carried out. Establish Referral pathways and coordination with all stakeholders. Supervise all OT and OTT staff in the district. Undertake budget planning and submit budgets and in line with financial prescripts. Liaise with tertiary training institution regarding OT student training. Identify ongoing continuous professional development needs and arrange necessary training opportunities.

- ENQUIRIES** : Prof Lesley Robertson Tel No: 083 447 1682
- APPLICATIONS** : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
- NOTE** : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted.
- CLOSING DATE** : 20 August 2021
- POST 26/305** : **REGISTRAR REF NO: EHD2021/07/12**
Directorate: Family Medicine
- SALARY** : Grade 1: R821 205 – R858 711 per annum, (all inclusive – remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Must be a South African citizen or permanent resident. At least one-year experience as a Medical Officer post-community service (for South African qualified), or three-years' experience post internship (for foreign qualified) applicants, preferably in primary care setting. Registrars will be based in the district training platforms and jointly appointed between Ekurhuleni Health district/ Gauteng Provincial Government and the University of the Witwatersrand (WITS). This joint contract post is for a maximum duration of four (4) years training and continuation in the post is subject to satisfactory academic progression and good clinical / ethical / professional standings on the clinical training platforms, as periodically determined by the clinical platforms in the districts and the Department of Family medicine and primary

care, WITS. A registrar will exit post at end of four years or when unable to demonstrate satisfactory academic progress. Exit from either component of the joint post, automatically translates to exit from both. A driver's license is essential.

DUTIES : Provide medical care including interviewing, investigating, diagnosing and managing patients, Rotate through all service points in the service and training platforms – clinics, hospitals, community-based services and community-oriented primary care platforms in district and WITS. Participate in all clinical, academic and professional activities of the family medicine discipline, including teaching and research, clinical audits, preparing and writing of reports, liaison and communication services and community liaison. Supervise undergraduate students, interns, community service doctors and medical officers. Reduce medical litigation by exercising good clinical ethos and implementing and monitoring adherence to National Core Standards (norms and standards). Ensure that record keeping is done for all clinical work and complete medico-legal documents timeously e.g. Sick notes, admission discharges and death certificate. Attend relevant clinical, administrative and academic meetings such as mortality and morbidity review, and near-miss meetings, departmental meetings, journal clubs, case presentations, lectures and ward rounds, both at the district and at Wits (as necessary). Participate in the multidisciplinary healthcare teams for the management of patients. Participation in the Commuted overtime by rendering after-hour (night, weekend and public holiday) duties is compulsory.

ENQUIRIES : Dr S. Agbo Tel No: (011) 878 – 8548
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 : 20 August 2021

POST 26/306 : **SOCIAL WORK – MANAGER GRADE 1 (DISTRICT SPECIALIST TEAM)**
REF NO: SDHS/2021/07/12 (X1 POST)
Directorate: District Mental Health

SALARY : R794 889 – R894 666 per annum, (All inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 certificate or equivalent. Degree in Social Work with current registration with SACSSP as a social worker. Minimum of (10) ten years' experience in social work after registration as a social worker with the SACSSP. At least 5 years' experience should be in management position. Five year experience in a health care environment and community mental health services will be an added advantage. Previous experience with mentoring or supervision of students and sub ordinates. Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector. Ability to work within a multidisciplinary team. A driver's license and computer literacy. Computer literacy (MS Word, Excel and PowerPoint). Applicant should be prepared to undergo pre-employment and periodic medical surveillance as part of the employment conditions.

DUTIES : Conduct a situational analysis of mental health in the district which includes Population Profile, Map and report of public, non- governmental organizations, private, mental health related PBOs, and traditional health services, Status of Information Technology in the District, Budget plan. Manage the Social Work services within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Provide strategic and operational plan for district Social Work services to clinics, hospitals, NGO and contracted care

services within that District. Provide technical support to the leader of the DSMHT on strategic and operational matters. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. M&E through appropriate tools and indicators. Implementation of the operational plan. Inter-sectoral and inter-disciplinary collaboration and coordination. Monitoring and evaluation through quality assessments and tools. Develop research and translate into improved services. Be prepared to work in crisis and after hours.

**ENQUIRIES
APPLICATIONS**

: Prof Lesley Robertson Tel No: 083 447 1682
 : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE

: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted.

CLOSING DATE

: 20 August 2021

POST 26/307

: **DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: SDHS/2021/08/01 (X1 POST)**
 Directorate: Human Resource Management

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum, (All-inclusive remuneration package)
 : Sedibeng District Health Services
 : Grade 12 certificate or equivalent. A recognized 3-year bachelor's degree/Diploma in Human Resource Management at least 5 (five) years should be at Assistant Director Level (Human Resource Management) or Grade 12 certificate or equivalent with minimum 10 years' experience in Human Resource Management at least 5 years' experience of this should be at Assistant Director Level (Human Resource Management). The successful candidate should have knowledge of all human resource related legislation and prescripts. Knowledge of Persal, Word, Excel and Power Point is essential. Excellent time management, organizing and communication skills. Must have the ability to use own initiative and meet deadlines. Must be able to function and contribute in a team toward the achievement of the District's priorities. A valid driver's license.

DUTIES

: To manage the allocated human resources budget. Assess, analyse and audit Persal information and reports. Responsible to coordinate and manage workforce planning, recruitment and selection, performance management, employee benefits, employee health and wellness, labour relations and training

		and development in the District. Administer and manage human resource reports, records and information systems. Sign performance contract on annual basis. Promotion of the Employee Value Proposition.
<u>ENQUIRIES</u>	:	Ms. M. Madolo Tel No: 016 950 6000
<u>APPLICATIONS</u>	:	Please: Quote the relevant reference number, direct applications to the Human Resource DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
<u>NOTE</u>	:	Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted.
<u>CLOSING DATE</u>	:	20 August 2021
<u>POST 26/308</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2021/0714 (X4 POSTS)</u> Directorate: Mental Health Services
<u>SALARY</u>	:	Grade 1: R713 361 – R784 278 per annum, (all-inclusive remuneration package) Grade 2: R832 398 – R923 847 per annum, (all-inclusive remuneration package) Grade 3: R966 039 – R1 137 936 per annum, (all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Clinical Psychologist. Grade 1: Less than 8 years relevant experience required after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: At least 8 years, but less than 16 years, relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: 16 years and more relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Experience in psychiatry or community mental health will be an added advantage. One-year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa. Registration with the HPCSA (proof of current registration must be attached), Annual Practice Certificate). Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, IT,

		financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in a possession of a valid South African driver's license.
<u>DUTIES</u>	:	Provide psychological services to adults, adolescents and children (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the clinics. Render outreach programmes, coordinate and manage provision of psychology services. Research and capacity building responsibilities, including training and/or supervision of community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr B.J.K Motshwane Tel No: (011) 876 -1717
	:	should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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.
<u>CLOSING DATE</u>	:	20 August 2021
<u>POST 26/309</u>	:	<u>ASSISTANT MANAGER NURSING PNB4 SPECIALTY REF NO: PHOLO 2021/07/02</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R614 991 – R692 166 per annum, (plus benefits)
	:	Pholosong Hospital
	:	Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs is mandatory. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Coordination of the provision of

effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Sustain effective management of quality nursing service. Coordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in Collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff. Implement SOPs for the nursing and Hospital SOPs and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys? Random nursing 75 records audits to improve rendering of safe and evidence based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from emergency units and provide informed directives for continuity of care without delays. Immediate resolution of patients and public complaints and keep records of all detailed complaints and interventions. Implement complaints and patient safety incidents guidelines.

- ENQUIRIES** : Ms. M.G. Makgoba Tel No: (011) 812 5162
- APPLICATIONS** : should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 16 August 2021
- POST 26/310** : **OPERATIONAL MANAGER NURSING PNB3 SPECIALTY REF NO: PHOLO 2021/07/03**
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum, (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be

		appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, etc. Skills: Communication, decision making and problem-solving. Computer skills in basic programs is mandatory.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Sustain effective management of quality nursing service. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting. Knowledge and implementation of DOH and Obstetric Policies, SOP's and Protocols. Ensure that Nursing Norms and Standards are maintained and upheld. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in collation and consolidation of statistics. Compile evidence based reports for continuity of patient care between different shifts. Support staff and implement corrective measures where necessary. Maintain evidence based practice. Do random patient care satisfaction surveys manage and resolve patient complaints timeously.
<u>ENQUIRIES</u>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	16 August 2021
<u>POST 26/311</u>	:	<u>ASSISTANT MANAGER NURSING: PATIENT CARE NIGHT DUTY REF NO: REFS 76/2021</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum, (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, A minimum of 08 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Nursing Management qualification with South African Nursing Council in General Nursing Council. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level at a hospital. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Computer literacy. Verified proof of experience. Service certificates compulsory. South African Nursing Council annual practicing certificate.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive

information on health care. Develop/establish and maintain constructive working 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. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Maintain Professional growth/ethical standards and development of self and subordinates.

ENQUIRIES : Ms. A.M. Mowayo Tel No: (012) 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 August 2021

POST 26/312 : **CHIEF SPEECH THERAPIST/ AUDIOLOGIST/ SPEECH & AUDIOLOGIST**
GRADE 1 REF NO: EHD 2021/07/17 (X1 POST)
Directorate: Rehabilitation
This is a re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

SALARY : R466 119 - R517 326 per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : A minimum of 3yrs experience as Speech Therapist, Audiologist/ Speech & Audiologist, Bachelor's degree in Speech Therapy, Audiology and Speech Therapy & Audiology. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem-solving skills. Valid driver's license. Experience in working in a community-based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

DUTIES : Render Speech Therapy services/ Audiology services / Speech Therapy and Audiology services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Speech and Audiology services, management and support relevant staff in the sub districts. Implement and contribute to the proper utilization of allocated financial and physical resources. Manage the risks involved in rendering speech & Audiology services and maintenance of equipment. Compile monthly, quarterly and annual speech and Audiology reports, hearing aids stats and other administrative duties as delegated by the supervisor. Establish good working relationship with other stakeholders within the District E.g. District MDR committee, NGO's, Organization for People with Disability, etc. Provide community-based Rehabilitation Speech and Audiology services with the focus on health promotion, prevention and community intervention. Facilitate and coordinate continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend relevant management meetings and forums. Ensure adherence to government policies and protocols.

ENQUIRIES : Ms A.E Tshivhase Tel No: (011) 876 - 1776
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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** : 20 August 2021
- POST 26/313** : **OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: HRM 16/21**
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognisable experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Criminal Procedure Act PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Must be Computer literate and have a valid driver's license.
- DUTIES** : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Ensure effective, efficient coordination and integration of quality specialised nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance with the developed care plan and best practice standards. Compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in hospital committees, training, coaching and mentoring of young nurses.
- ENQUIRIES** : Ms M. Sono Tel No: (011) 951-8202
- APPLICATIONS** : Applications must be submitted with the New Z83, CV, copies of I.D. and qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740 or hand posted to the application box at the hospital entrance. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizen verification, qualification/ study verification and previous employment verification) Suitable candidates will also be subjected to security clearance process. Suitable candidates will undergo a medical test.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 20 August 2021 Time: 12H00
- POST 26/314** : **CHIEF SUPERVISORY OCCUPATIONAL THERAPIST GRADE 1/2 REF NO: REFS/WKH/28/2021 (X1 POST)**
Directorate: Occupational Therapy
- SALARY** : R517 326 per annum, all inclusive, (plus benefits) (Salary will be in line with OSD regulations with regards to years of experience after registration.)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Relevant diploma or degree in Occupational Therapy. A post graduate qualification – diploma or degree in Mental Health or Vocational Rehabilitation will be an advantage. Registration with the HPCSA as an independent practitioner. A minimum of five years' work experience post community-service. Appropriated experience in Mental Health. Experience with longer stay Mental Health Care Users and appropriate programs will be an advantage. Experience

- with PMDS and supervision of Occupational Therapists and or midlevel workers. Computer literate.
- DUTIES** : You are responsible to manage all the Occupational Therapy services related to the longer stay Mental Health Care Users including treatment, record keeping, effective quality service delivery, human resource management of Occupational Therapists and midlevel workers, financial and stock management, quality improvement projects, risk management, training and development of the OT staff. Your clinical duties will include the executing the Occupational Therapy process with your clinical case load in an MDT setting, additional specialized assessments including FCE and PILIR. Supervise allocated students. You will be part of the running of the OT department by rendering administrative duties. Participate in the CPD program.
- ENQUIRIES** : Mrs. H Beetge Tel No: (012) 319 9783
- 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** Applications should include latest Z83, CV, certified copies of ID (smart card ID and driver's license to be copied both sides and certified) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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** : 16 August 2021
- POST 26/315** : **LECTURER PND2 (QUALITY ASSURANCE CO-ORDINATOR) REF NO: 011509**
Directorate: Quality Assurance
- SALARY** : R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : SG Lourens Campus
- REQUIREMENTS** : A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Experience in quality assurance management will be an added advantage. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant speciality (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.
- DUTIES** : Co-ordinate the activities of the quality assurance management system. Organize and participate in quality assurance audit, surveys and peer review and make recommendations regarding quality improvement. Evaluate the implementation of continuous quality assurance improvement programs with particular focus on academic and administrative standards. Develop and implement the program for management of suggestions, compliments and complaints (clients satisfaction surveys, analysis of surveys) and develop

ENQUIRIES
APPLICATIONS
NOTE

reports for Management Support the vision and mission of the college to promote the image and standards of the college.

Ms JE Malobola Tel No (012) 319 5601

Applications should be submitted strictly online at www.gautengonline.gov.za

Must be accompanied by a fully completed New Z83, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC receipt, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint. OSD Policies and procedure will apply to qualify for PND2.NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

CLOSING DATE

16 August 2021

POST 26/316

SOCIAL WORK SUPERVISOR REF NO: STDH/00036 (X1 POST)

Directorate: Therapeutic and clinical support services

SALARY
CENTRE
REQUIREMENTS

R384 228 – R445 425 per annum, plus benefits

Sizwe Tropical Disease Hospital

Four (4) year Degree in social work and current Registration with SACSSP and proof of original registration as a social worker. Minimum of 7 years of appropriate experience in social work after registration with SACSSP as a social worker. Good knowledge of public service legislation and department of Health and Social work profession legislation, policies and guidelines. Computer literacy with good communication skills and professional report writing skills. Knowledge of Quality assurance, National core standards and Ideal Hospital Realization Framework (IHRF). Extensive experience in Hospital care settings. Work experience in a TB (MDR & XDR) environmental will be an added advantage. Ability to work within a multidisciplinary team and to maintain good interpersonal relationship. Good understanding of medium and long stay inpatient and outpatient system and management of families and caregivers. Ability to further develop the standard and scope of hospital services in the related profession in terms of stakeholder management and capacity building. Knowledge and skills in the area of data management, budgeting and resource allocation.

DUTIES

Report to the Therapeutic and Clinical support service manager. Manage the social work unit in terms of supervision, leave management, monitoring & evaluation and performance management development system in accordance with the departmental Policy. Provide social work service to all hospital patients who requires it and carry a patient case load as necessary. Participate in the TB rehabilitation programs of the hospital and associated districts. Strategically coordinate and delegate the departmental activities and resources to achieve maximum productivity. Ensure the implementation and submission of Quality assurance audits as required. Manage the workflow of the entire department. Provide professional advice on issues pertaining to policies and legislation related to health and social work. Provide input into compilation of the strategic and operational plans of the department and hospital. Manage conflict and implement corrective measures in and all governing departmental policies. Compilation and submission of monthly statistics, reports as per institutional and provincial requirements. Management of resources and stock control for the unit. Represent the department and institution at various forums and meetings as per delegation, internally and externally. Ensure adherence of continuous Professional Development (CPD) requirements for the

<u>ENQUIRIES</u>	:	subordinates and self-development. Perform any ad-hoc duties allocated by the managers and must be a team player within the department and institution.
<u>APPLICATIONS</u>	:	Ms MC Thomas Tel No: (011) 531 – 4488
	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	To be submitted on a New completed and signed Z83 form, copies of qualifications and ID to be attached. Do Not Certify Such copies. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	16 August 2021
<u>POST 26/317</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: PHOLO 2020/07/04 (X1 POST)</u> Directorate: Social Work
<u>SALARY</u>	:	R384 228 – R445 425 per annum, (plus benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus a bachelor's degree or equivalent qualification in Social work. 7 years' relevant experience. Computer literacy (power point and excel) will be an added advantage. Good communication, report writing skills, supervision skills and problem-solving skills. Valid registration with SACSSP. Relevant experience in the social work field and health care services. Knowledge in the relevant policies, protocols/SOP and guidelines. Be able to work within multidisciplinary team.
<u>DUTIES</u>	:	Conduct psycho-social assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work and social welfare fields. Perform all the administrative functions required on the job. Submission of weekly and monthly statistics and progress reports to the Therapeutic and Medical support services manager. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for Social Work Services. Ensure continuous professional development activities are carried out as required. Liaise with universities to promote students training. Provide support, advice and guidance to social workers. Control working hours, absenteeism and leave of absence. Implement PMDS. Manage the available resources and assets such as office furniture, stationery and telephone. Conduct in-service training
<u>ENQUIRIES</u>	:	Mrs. C.K. Selepe Tel No: (011) 812 5232
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	16 August 2021

POST 26/318 : **PROFESSIONAL NURSE (SPECIALTY NURSING) REF NO: PHOLO 2020/07/05 (X1 POST)**
Directorate: Mental Health

SALARY : R383 226 – R444 276 per annum, (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : R425(i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of government notice number R212 in the relevant specialty. A minimum of 4years' appropriate/ recognizable experience in Nursing after registration as 81 Professional Nurse with the SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Psychiatric unit obtaining the one-year post-basic qualification in the relevant specialty. Good communication skills, verbal and written, understanding of Ideal Hospital Realization and Maintenance Framework, able to work under pressure.

DUTIES : Ensure that a therapeutic environment is provided for the patients, staff and public. Provide a comprehensive, quality nursing care as a member of the multi-d disciplinary team member, according to identified needs of the patients. These activities include the following: Holistic and comprehensive assessment of voluntary admission, assisted care, emergency mental health care admission, 72 hours' assessment of involuntary mental health care users, as well as further care treatment and rehabilitation of mental health care users in an acute psychiatric unit according to the Mental Health Care Act of 2002. Identify patients' needs and formulates, implement and evaluate nursing care interventions that are patient specific. Identification of risk and implementation of preventive measures timeously, e.g. Sedated, suicidal, violent and aggressive patients. Formulate and participate in ward individual and group activities following a structured ward programme in consultation with other members of the of the multi-disciplinary team members. Ensure that psychotropic medication and other treatment are ordered, administered and controlled according to the Medicine and Related Substance Act. Monitor the compliance, effectiveness and side effects of medication and advocate for patients in cases of ineffective treatments. Delegate and supervise ward activities. Ensure the continuity of patient care is maintained through nursing care rounds and hand over. Ensure adequate record keeping is maintained. Provide support, counseling and crisis interventions when needed. Manage the department efficiently and cost effectively. Manage PMDS of subordinates. Management of complaints. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Health will comply with Health and Safety Regulations. Re-advertisement

ENQUIRIES : Ms. O.A. Mokoena Tel No: (011) 812 5187
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 16 August 2021

- POST 26/319** : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY) REF NO: REFS/011549**
Directorate: Nursing
- SALARY** : R383 226 – R444 276 per annual, (excluding benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government notice no R212 in the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. At least 1 year (of the 4 years) must be experience in a psychiatric environment.
- DUTIES** : Provision of optimal, holistic mental health nursing care Participate in training, research, supervision and management of student and junior nurses and must be able to provide more advanced and comprehensive psychiatric skills to junior nursing staff and students. Maintain own professional growth and ethical standards. Ensure and oversee the effective utilization of resources. Ensure the Implementation of the National Regulated Norms and Standards and Batho-Pele Principles. Participate in other committees as needed in the hospital to strengthen Service delivery. Act as shift leader in the unit in the absence of the Unit Manager and ensure compliance to professional and ethical practice
- ENQUIRIES** : Mrs. L Kekana Tel No: (011) 535 3006/8
APPLICATIONS : Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 16 August 2021
- POST 26/320** : **MEDICAL BIOLOGICAL SCIENTIST REF NO: SBAH 77/2021**
Directorate: Reproductive Biology Laboratory
- SALARY** : R317 976 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12.BSc honours in a relevant field (Reproductive Biology/Physiology/Cell Biology) with current registration (Independent practice) at the HPCSA in Reproductive Biology. Skilled in basic theoretical and practical aspects of Assisted Reproductive Technology laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques. Capable of performing scientific research in assisted reproduction independently.
- DUTIES** : Participate in all assisted reproductive procedures (Spermatology & Embryology).Facilitate and support the provision of assisted reproductive services to all patients. Perform micro-manipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in technology development and research projects at the laboratory.
- ENQUIRIES** : Prof. C Huyser Tel No: (012) 354 2067/2208
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 16 August 2021
- POST 26/321** : **CHIEF SUPERVISOR OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: REFS/WKH/29/2021**
Directorate: Occupational Therapy
- SALARY** : R317 976 per annum, plus benefits, all inclusive. (Salary will be in line with OSD regulations with regards to years of experience after registration as independent practitioner.)
- CENTRE** : Weskoppies Hospital
EQUIREMENTS : Provide an Occupational Therapy service to adult Mental Health Care Users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT processes in Mental Health such as assessment/s, planning and execute all patient related administrative tasks according the standards set by Quality Assurance principles. Actively do program planning within the Unit. Do group treatment as

		planned. Participate in the annual de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the WKH OT department CPD program. Do supervision of OTT/OTA according to PMDS process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. H Beetge Tel No: (012) 319 9783 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.
<u>NOTE</u>	:	Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides and certified) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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.
<u>CLOSING DATE</u>	:	16 August 2021
<u>POST 26/322</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2021/07/15 (X9 POSTS)</u> Directorate: Mental Health Services
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (Plus benefits) Grade 2: R372 810 – R426 291 per annum, (Plus benefits) Grade 3: R439 164 – R532 959 per annum, (Plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential. Experience in Mental Health Services will be an added advantage. Experience in setting up treatment programmes. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of PMFA and public service act and regulations. Good communication, interpersonal, IT, human resource and financial management skills. Ability to work independently and in a multi-disciplinary context. Analytic thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Assessment and treatment of community mental health patients. Contribute to the development and implementation of OT programmes in the community. Follow the policy within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B. Moleofane Tel No: 073 336 1475 should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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** : 20 August 2021
- POST 26/323** : **SOCIAL WORKER GRADE 1 REF NO: REFS/WKH/30/2021**
Directorate: Social Work
- SALARY** : R257 562 per annum, (all inclusive)
CENTRE : Weskoppies Hospital
REQUIREMENTS : BA Degree in social work. Registration with the SACSSP as a Social Worker. Knowledge of appropriate policies and legislation. Computer literate. Code 8 driver's license.
- DUTIES** : Provide a Social Worker service to Mental health Care users and their families. Psycho Social assessment/screening of mental care users and their families with regards to their socio-economic circumstances. Home visits to trace family members. Intervention through casework, group work and community work. Participate in a multi professional team. Assist with court referrals. Assist with student training Participate in in-servicing training. Compile reports and comprehensive record keeping. Administrative tasks of the department
- ENQUIRIES** : Ms. J Skosana Tel No: (012) 319 9761/9764/9746
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** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides and certified) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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** : 16 August 2021
- POST 26/324** : **HTS MENTOR REF NO: EHD2021/07/16 (X1 POST)**
Directorate: HAST
- SALARY** : R257 508 - R303 339 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : A Diploma / Degree in Industrial / Clinical Psychology / Social Work. A minimum of 3 years or more appropriate recognizable experience as a Psychologist / Social Worker. Experience working with HIV, NPO's and Lay Counsellors. A

		valid driver's license is essential. Extensive knowledge of the HIV Program. Computer certificate is essential.
<u>DUTIES</u>	:	Conduct needs assessment for the program / counsellors. Observe counselling sessions to ensure that standards are being maintained. Conduct individual and group mentoring sessions. Conduct onsite training for counsellors at facility level and NPO's. Identify gaps in counselling and skills amongst counsellors. Ensure adherence to counselling and testing protocols. Ensure counselling complies with quality assurance protocols (RTCQI, Proficiency testing and facility accreditation). Maintain healthy relationships between intergovernmental departments and District support partners to ensure that the HAST Program meets the set objectives. Coordinate and conduct outreach campaigns with intergovernmental, governmental departments, NPO's, private sectors and CBO's. Coordinate the implementation of the NSP 2017 / 2022 and HTS policy including VMMC, condom distribution TB/HIV collaboration, HTA intervention and adherence clubs. Monitor and support DoH funded HTS NPO's on monitoring of budget and program compliance. Compile and submit reports for the HTS program at all levels. Perform any other duties delegated by Supervisor/Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S.A Motloung Tel No: (011) 876 - 1820
	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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.
<u>CLOSING DATE</u>	:	20 August 2021
<u>POST 26/325</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: EHD2021/07/18 (X1 POST)</u> Directorate: Primary Health Care This is a re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum, (plus benefits)
	:	Ekurhuleni Health District (Brakpan and Benoni Clinic)
	:	Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration or National diploma/degree in administration with 3 years' experience in patient administration. Must have knowledge in record keeping management. Good communication skills. Computer certificate is essential. Driver's license is essential.
<u>DUTIES</u>	:	Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R. Sapie Tel No: 082 476 6273
	:	should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents .

No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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

: 20 August 2021

POST 26/326

: **FOOD SERVICE MANAGER REF NO: REFS/ WKH/31/2021**
Directorate: Food Service

SALARY

: R257 508 per annum benefits

CENTRE

: Weskoppies Hospital

REQUIREMENTS

: National Diploma in Food Service Management or National Diploma in Food and Beverage Management (3 years) or B Tech. Degree in Food and Beverage Management (4 years) or National Diploma in Hospitality Management. Minimum of three (3) years' supervisory experience in a hospital environment. Knowledge of PFMA and Supply Chain regulations. Recommendations : Advanced written and verbal communication skills, food preparation skills, technology skills (Computer literacy), negotiation skills, management skills, problem solving skills, analytical skills, effective team working skills, ability to maintain authority, advance knowledge of issues relating to the delivery of Food Services Management and Food Service Operational Systems, Batho Pele principles, National patient's right charter and all other relevant Provincial and National Acts related to Food Service Units. Knowledge of SRM/SAP will be an advantage.

DUTIES

: To assist with menu planning, to compile master orders, to manage the procurement processes of supplies, to review specifications, to manage receiving, storage and issuing of supplies, to assist with production processes, to conduct and implement standardized recipes, to manage the portioning and distribution of food, to assist with implementation of quality/core standards for the Food Service Unit, to give budget inputs and to monitor cost and key control, to assist with Food Service administration, to manage proper use and care of equipment in the Food Service Unit, to assist with good practices in health, hygiene and safety measures, to assist with optimal utilization and control of human resources including labour relation matters and staff evaluation. To assist to market and promote Food Service and to participate in research when needed

ENQUIRIES

: Ms. B Kruger Tel No: (012) 319 9573

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

: Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides and certified) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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 : 16 August 2021

POST 26/327 : **PROFESSIONAL NURSE GRADE 1 REF NO: PHOLO 2021/07/06 (X4 POSTS)**
Directorate: Mental Health

SALARY CENTRE REQUIREMENTS : R256 905 - R297 825 per annum, (plus benefits)
: Pholosong Hospital
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration with SANC. A minimum of 1 year appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Psychiatric unit will be an added advantage. Good communication skills, verbal and written, understanding of Ideal Hospital Realization and Maintenance Framework, able to work under pressure.

DUTIES : Ensure that a safe, therapeutic environment is provided for the patients, staff and public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team member, according to identified needs of the patients. These activities include the following: Holistic and comprehensive assessment of voluntary admission, assisted care, emergency mental health care admission, 72 hours' assessment of involuntary mental health care users, as well as further care treatment and rehabilitation of mental health care users in an acute psychiatric unit according to the Mental Health Care Act of 2002. Identify patients' needs and formulate, implement and evaluate nursing care interventions that are patient specific. Identification of risk and implementation of preventive measures timeously, e.g. Sedated, suicidal, violent and aggressive patients. Formulate and participate in ward individual and group activities following a structured ward programme in consultation with other members of the multi-disciplinary team. Ensure that psychotropic medication and other treatment are ordered, administered and controlled according to the Medicine and Related Substance Act. Monitor the compliance, effectiveness and side effects of medication and advocate for patients in cases of ineffective treatments. Delegate and supervise staff and ward activities. Ensure the continuity of patient care is maintained through nursing care rounds and hand over. Ensure adequate record keeping is maintained. Provide support, counseling and crisis interventions when needed. Manage the department efficiently and cost effectively. Manage PMDS of subordinates. Management of complaints. Official will be required to work shifts and night duty. Re-advertisement.

ENQUIRIES APPLICATIONS : Ms. O.A. Mokoena Tel No: (011) 812 5187
: should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 16 August 2021

- POST 26/328** : **PROFESSIONAL NURSE GENERAL (INFECTION PREVENTION AND CONTROL) REF NO: HRM 17/21 (X1 POST)**
Directorate: Administration
- SALARY** : Grade 1: R256 905 - R297 825 per annum, (Plus Benefits)
Grade 2: R315 963 - R362 865 per annum, (Plus Benefits)
Grade 3: R383 226 - R485 475 per annum, (Plus Benefits)
- CENTRE REQUIREMENTS** : Sterkfontein Hospital
Diploma/Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse with basic psychiatric Nursing qualification, qualification in Infection Prevention & Control (IP&C) will be an added advantage. Proof of current registration with SANC. A minimum of 5 years' experience in nursing after registration as a Professional Nurse. Experience in IPC will be an added advantage. Must be computer literate (Microsoft word, power point and excel as well as good presentation skills), effective communication skills, problem solving, facilitation, co-ordination, project management and report writing skills. Must have a valid driver's license. Knowledge of Public Service Legislation, Mental Health Care Act, Child Justice Act, Criminal Procedure Act and Ideal hospital framework.
- DUTIES** : Ensure implementation of National and Provincial Policies on Infection prevention & Control (IP&C) in the hospital. Conduct IP&C inspections in the wards and other departments, compile reports and statistics on notifiable diseases as required. Champion the TB program within the hospital. Plan and implement the relevant awareness days according to the IP&C operational plan. Implement and maintain an effective hospital surveillance system in alignment with the infection control policies. Conduct training for different stakeholders on IP&C policies and program. Strengthen and maintain internal and external collaboration with relevant stakeholders. Maintain professional growth/ethical standards and self-development. Participate in hospital committees, act as the IP&C coordinator as delegated. Be flexible and take on extra responsibility when needed.
- ENQUIRIES APPLICATIONS** : Ms. M. Sono Tel No: (011) 951- 8202
Applications must be submitted on fully completed new format Z83 (81/971431), fully completed CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 20 August 2021 Time: 12H00
- POST 26/329** : **OCCUPATIONAL THERAPY TECHNICIAN REF NO: STDH/00037 (X1 POST)**
Directorate: Therapeutic and clinical support services
- SALARY** : R210 567 – R240 762 per annum, (plus benefits)
- CENTRE** : Sizwe Tropical Disease Hospital
- REQUIREMENTS** : Grade 12 certificate and occupational therapy assistant or technician qualification, current registration with HPCSA. Computer literacy is recommended. Ability to work within a multidisciplinary team and to maintain good interpersonal relationship. Good understanding of medium and long stay inpatient and outpatient system. Ability to further develop the standard and scope of hospital services in the related profession in terms of stakeholder management and capacity building. Must have good organizational skills and be able to work independently when it's required.
- DUTIES** : Render occupational therapy service in accordance to rules and regulations of HPCSA. Treat MDR-TB and XDR-TB patients under direct supervision of the

occupational therapist using the protocols and procedures as designed by the department. Co-facilitate group therapeutic activity programmes and contribute in patient skills development training, organising patient's functions and health awareness calendar events, sport and social/recreational services in allocated units/wards. Must be able to communicate with all levels of management and staff implement appropriate rehabilitation intervention under supervision of the therapist. Execute necessary admin duties related to patient care. Participate in own and other professional development.

- ENQUIRIES** : Ms NS Chaka Tel No: (011) 531 – 4350
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a New completed and signed Z83 form, copies of qualifications and ID to be attached. Do Not Certify Such copies. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 16 August 2021
- POST 26/330** : **SECRETARY REF NO: REFS 78/2021**
Directorate: Diagnostic Radiology
- SALARY** : R173 703 per annum, (plus benefits)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : The incumbent must have completed a diploma or secretarial course. Grade 12 and 3 years' experience in a secretarial and office environment, will be an advantage. The incumbent must have experience in working as a secretary or administrator in a clinical environment with joint Provincial and University responsibilities. Computer literacy.
- DUTIES** : Locate work in a public service context. Plan & organize work to achieve objectives that meet service standards. Lead a team to solve workplace problems and conflict. Identify performance requirements and improve work team performance. Manage own performance and development. Communicate in the workplace and work team performance. Lead change in a team in the workplace. Produce data and analyze statistics for workplace operations in the department-Logbook. Deliver and monitor client service. Secure & allocate resources and a budget to achieve workplace objectives. Maintain physical and or electronic information records. Use computers and or equipment to achieve work team objectives.
- ENQUIRIES** : Prof T Mulaudzi Tel No: 012 354 2099
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 16 August 2021
- POST 26/331** : **CLEANER SUPERVISOR REF NO: STDH/00038 (X1 POST)**
Directorate: Support services
- SALARY** : R145 281 – R171 138 per annum, (plus benefits)
- CENTRE** : Sizwe Tropical Disease Hospital
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Three (3) to Five (5) years cleaning experience in hospital environment. Must be computer literate (Computer Certificate as proof). Knowledge of cleaning procedures, health and safety requirements, basic records keeping and understanding application and usage of cleaning chemicals correctly. Ability to communicate effectively, have interpersonal and conflict resolution skills, Administration skills. Must be reliable and punctual.
- DUTIES** : Daily inspection to ensure hygiene and cleanliness, supervise cleaning staff and provide training, delegation of duties and control of cleaning material. Assess and evaluate the performance of cleaners (PMDS). Effectively manage and control cleaning equipment. Order, receive and issue cleaning material.

- Monitor the condition and availability of cleaning equipment. Communicate with all stake holders and adhere infection control measures.
- ENQUIRIES** : Mr LK Moatshe Tel No: (011) 531 4311
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on a NEW completed and signed Z83 form, copies of qualifications and ID to be attached. Do Not Certify such copies. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 16 August 2021
- POST 26/332** : **CLEANER REF NO: STDH/00039 (X1 POST)**
Directorate: Support services
- SALARY** : R102 534 – R120 780 per annum, (plus benefits)
- CENTRE** : Sizwe Tropical Disease Hospital
- REQUIREMENTS** : Grade 10/ Abet level4. Cleaning experience will be an added advantage. Knowledge of cleaning procedures, color coding and bucket system as well as the use of cleaning equipment. Ability to read and write. Be reliable and punctual. Must be prepared to work shifts, weekends and Public holidays. Work as a team and to rotate to various sections.
- DUTIES** : Provision of cleaning services in the hospital, rendering comprehensive cleaning services which includes; Cleaning offices, wards corridors, and boardrooms by means of: sweeping, scrubbing, moping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of bins daily, collecting and removing waste papers. Clean kitchen basins and restrooms, refill hand soap liquid soap, replace toilet papers and hand towels. Report any broken cleaning material and machinery.
- ENQUIRIES** : Mr LK Moatshe Tel No: (011) 531 – 4311
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on a NEW completed and signed Z83 form, copies of qualifications and ID to be attached. Do Not Certify Such copies. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 16 August 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- CLOSING DATE** : 27 August 2021 No late applications will be considered.
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Such copies need not to be certified upon application. Certified documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic

management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 26/333 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/011607**

SALARY : R733 257 per annum
CENTRE : Johannesburg
REQUIREMENTS : A relevant 3-year degree (B. Com) in Financial Management/ and Financial Accounting. At least 4-5 years' relevant experience in Financial Management as an Assistant Director in Public Sector. Excellent knowledge of Public Sector finance, budgeting processes accounting practices and financial legislation including the SCOA, PFMA, Treasury Regulations, GAAP and GRAP requirements. Compliance with the policies governing the expenditure of voted and donor funds. Experience in working with consultants, both on long and short term basis will be an advantage. Experience in working with Pastel. Excellent report writing skills.

DUTIES : Manage financial planning, budgeting and reporting sub directorate: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes for financial management. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes: Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process: Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure. Develop templates for the collection of budget information from other units and programme managers. Align budget statements with the annual performance plan, strategic plan. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates, and virement process. Ensure compliance with GAAP and GRAP requirements. Oversee legislative compliance, and in particular the financial accountability processes as defined by the PFMA and Ensure appropriate regulatory reporting

ENQUIRIES : Ms. Alinah Mogaswa Tel No: 072 313 8052

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : should be submitted through to: <http://professionaljobcentre.gpg.gov.za> website or email to SACR.Recruitment@gauteng.gov.za

FOR ATTENTION : Ms. Vivien Khanye Tel No: 011 355 2606

CLOSING DATE : 16 August 2021

NOTE : Applications should be accompanied by new Z83 form, CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where applicable). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. 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.

MANAGEMENT ECHELON

- POST 26/334** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: REFS/011495**
Directorate: Corporate Services
(Re-Advertisement)
- SALARY** : R1 251 183 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 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** : 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.
- POST 26/335** : **DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: REFS/011497**
Directorate: Risk and Integrity Management
(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 Risk Management / Audit Management / Financial Management / Financial Accounting 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 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 systems contributing to the improvement of departmental operational management tools by assessing audit outcomes. Oversee the implementation of business continuity plan. Establish and maintain integrity management services.
- 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.
- POST 26/336** : **DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/011494**
Transformation Programmes
(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 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. Advise 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 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.

- POST 26/337** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/011496**
Directorate: Office of the Chief Financial Officer
(Re-Advertisement)
- SALARY** : R1 057 326 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus recognized bachelor's degree in Supply Chain Management or Equivalent (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 were 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** : 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