

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM: (for Charlotte Maxeke Johannesburg Academic Hospital)**

Kindly note that the post of Clinical Technologist, Directorate: Internal Medicine with Ref No: Grade 1: Ref No: CT/IM/G1, Grade 2: Ref No: CT/IM/G2, Grade 3: Ref No: CT/IM/G3 advertised in Public Service Vacancy Circular 31 dated 03 September 2021, the Job Title and Salary Notches of the post has been amended as follows Job Title: Medical Technologist Salary Notches: Grade 1: R317 976 per annum, Grade 2: R372 810 per annum, Grade 3: R439 164 per annum. People who applied are encouraged to re-apply.

**OTHER POSTS**

<b><u>POST 32/59</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: SBAH 89/2021</u></b> Directorate: Neurosurgery
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	:	Steve Biko Academic Hospital MBCb (or equivalent qualification), successful completion of the FCS (Neurosurgery) final exam from the CMSA (or equivalent qualification). Current registration with the Health Professions Council of South Africa as a Specialist Neurosurgeon.
<b><u>DUTIES</u></b>	:	Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, wards, and out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Develop patient management protocols and in-put on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Participate in the academic program for the department. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist and attend to administration necessary. A special interest in pediatric neurosurgery and neuro intensive care would be advantageous.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof L. Padayachy Tel No: 012 354 1029 Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	27 September 2021
<b><u>POST 32/60</u></b>	:	<b><u>REGISTRAR</u></b> Directorate: Prosthodontics
<b><u>SALARY</u></b>	:	R821 205 – R858 711 per annum, (All -inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	University of Pretoria Oral Health Centre A BChD/ BDS degree or equivalent qualification. Current registration with HPCSA as a Dentist in the category independent practice. At least two (2) years general dental practice experience community service. Recommendations Passed primary subjects.
<b><u>DUTIES</u></b>	:	The successful candidate will, in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Prosthodontics, also participate in the lecturing and clinical teaching activities

		of the Department. Carry out service rendering (patient care). Perform research linked to the requirements of the course.
<b><u>ENQUIRIES</u></b>	:	Prof. LM Sykes Tel No: 012 319 2681/2446
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	27 September 2021
<b><u>POST 32/61</u></b>	:	<b><u>REGISTRAR (MEDICAL) REF NO: SBAH 90/2021</u></b> Directorate: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	R821 205 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent degree. A valid registration with HPCSA.
<b><u>DUTIES</u></b>	:	The successful candidate will work in the Department of Obstetrics and Gynaecology and rotate at hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital, Tembisa Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
<b><u>ENQUIRIES</u></b>	:	Prof Soma-Pillay Tel No: 012 354 2366
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	27 September 2021
<b><u>POST 32/62</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: AREA REF NO: PWH/ANM/23/21</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R562 800 - R652 437 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e. Diploma/ Degree in Nursing as Professional Nurse. Diploma/ Degree in Nursing Management will be a requirement. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the South African Council in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management level. Strong leadership, good communication and sound interpersonal Skills are necessary. Must be Computer literate and must have a valid driver's license. Service certificate from the previous employer/s are Compulsory.
<b><u>DUTIES</u></b>	:	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 stakeholders (i.e. inter- Professional, inter – sectoral and multi – disciplinary team worker). 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. Will be responsible to ensure implementation of national core standards.
<b><u>ENQUIRIES</u></b>	:	Ms. P. Dhlamini Tel No: (012) 380 1210
<b><u>APPLICATIONS</u></b>	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
<b><u>NOTE</u></b>	:	Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<b><u>CLOSING DATE</u></b>	:	01 October 2021
<b><u>POST 32/63</u></b>	:	<b><u>CHIEF PHYSIOTHERAPIST REF NO: SBAH 91/2021</u></b> Directorate: Physiotherapy
<b><u>SALARY</u></b>	:	R466 119 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy Practitioner.
<b><u>DUTIES</u></b>	:	Manage, plan coordinate and implement Physiotherapy services in allocated sections according to Unit Organogram. Manage own patient workload. In the absence of the manager, attend relevant meetings and assume relevant functions on behalf of the manager. Monitor, motivate for and repair equipment and other resources. Promoting and implementing continued Professional development programs as well as research and projects in the unit. Assist with implementation and monitoring of record keeping, statistics and quality assurance programs. Supervision, and training of operational staff and students. Management of personnel performance and review thereof.
<b><u>ENQUIRIES</u></b>	:	Ms N Pebane Tel No: 012 354 1652
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	27 September 2021
<b><u>POST 32/64</u></b>	:	<b><u>OCCUPATIONAL HEALTH NURSE PRACTITIONER REF NO: PWH/OHNP/12/21</u></b> Directorate: Nursing Department Re-advertisement: those who previously applied are encouraged to apply.
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. Registration with South African Nursing Council as a Professional Nurse. Minimum of 7years appropriate, recognizable experience in nursing after registration as a Professional Nurse. Diploma in Nursing (R425 or equivalent) B-Tech/ in Nursing. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS will be an added advantage. Proof of Current registration with SANC. Must be Computer literate and have a valid driver's license. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision-making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.
<b><u>DUTIES</u></b>	:	Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and procedures; Strategy development implementation in line with the Public

Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programs to enhance the health and wellness of the employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic is and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
- APPLICATIONS** : All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
- CLOSING DATE** : 01 October 2021
- POST 32/65** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING) REF NO: EHD 2021/09/09**  
Directorate: HRD (Professional Development)
- SALARY** : R444 276 - R500 031 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification. 4 Years Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be added advantage. A valid driver's license is essential. Proof of Computer literacy. Proof of current registration with SANC. Evidence of attending Short Courses e.g. HIV, TB, STI, IMCI, Covid19 Vaccination, EMTCT, APC, EPI, FP, NIMART, ACC, BLS, and Mental Health etc. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Knowledge of Curriculum design. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and with all stakeholders.
- DUTIES** : Plan, organize, coordinate and monitor Clinical Trainings. Ensure clinical practice by the clinicians is done in accordance with the guidelines. Develop and update training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories. Coordinate and train clinical support programmes Courses e.g. PMTCT, ADL etc. Facilitation of training Courses across the District. Coordinate Professional Development training as per Central Office training schedule. Participate in the development of District Training Operational Plan Participate in the development of District Training Plan (GPG & COE) with support of DSP's and RTC. Coordinate Formal education (Full time and Part Time) with Tertiary Institutions (NEI's). Submit plans and quality training reports according to set dates. Attend stakeholder's meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and monitor the implementation of continuous professional development (CPD) according to provincial CPD framework and SANC. Coordinate Clinical Students work integrated learning. Perform all other duties that are delegated by the supervisor/manager.
- ENQUIRIES** : Mr F. Mudau Tel No: (011) 876-1733

- APPLICATIONS** : 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](http://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** : 28 September 2021
- POST 32/66** : **CLINICAL PROGRAMME COORDINATOR GRADE 1(MCWH) REF NO: EHD 2021/09/06**  
Directorate: Primary Health Care
- SALARY** : R444 276 - R500 031 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (ESDR)
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification, i.e. Diploma/Degree in Nursing. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse and midwife. Good interpersonal relational skills to work with colleagues and all internal and external stakeholders. Good communication, supervisory and report writing skills. Ability to work independently and under pressure. Valid driver's license is essential. Computer Skills. Experience in Mother, Child and Woman's Health (attach relevant courses). Evidence of current registration with SANC. Good organizational and analytical skills and Supervisory experience will be an added advantage.
- DUTIES** : Coordinate the program at the Sub District level. Ensure availability and implementation of policies and guidelines related to the program in all facilities. Performs support visits to facilities, conduct audit of records and take remedial action to address gaps identified. Organize and support workshops and campaigns in the Sub District. Support MOU'S to improve deliveries at CHC level, and to achieve and sustain the Mother Baby Friendly initiative. Monitor Program Performance and participate in Operational plans and research. Provide professional and technical support for the provision of quality Maternal, Child and Women's health services through proper management of the programme. Perform all other duties that are delegated by Supervisor/Manager.
- ENQUIRIES** : Ms J.F Joubert Tel No: (011) 737- 9746
- APPLICATIONS** : 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](http://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** : 28 September 2021
- POST 32/67** : **PHYSIOTHERAPIST GRADE 1 REF NO: SBAH 92/2021**  
Directorate: Physiotherapy
- SALARY** : R317 976 per annum, plus benefits

**CENTRE REQUIREMENTS** : Steve Biko Academic Hospital  
: B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy Practitioner (Original and current). Ability to work in a multidisciplinary team. Creativity and analytical skills.

**DUTIES** : Render Physiotherapy services in allocated areas. Participate in departmental continued Professional Development activities. Monitor proper utilization proper allocated financial, human and physical resource as outlined by departmental and national, policies, coordinate training of students. Coordinate and ensure the operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.

**ENQUIRIES APPLICATIONS** : Ms N Pebane Tel No: 012 354 1652  
: 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** : 27 September 2021

**POST 32/68** : **ADMINISTRATION OFFICER REF NO: SBAH 93/2021**  
Directorate: Patient Administration and Logistics

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07), plus benefits  
: Steve Biko Academic Hospital  
: Minimum Grade 12, 10 years' experience in the formal Hospital Environment and computer literacy. Work accurately under pressure. Strong management abilities, Planning, Organizing and Coordination, Conflict Management, Problem solving, Negotiation skills and Innovative. Good customer relations and People Management skills, have good verbal and written communication skills.

**DUTIES** : The incumbent will be required to render clerical support, manage all resource (Human Resource and assets). Provide advice to floor supervisor. Compile daily statistics and monthly audits. Facilitate training and development of workers. Manage and ensure compliance with the following policies Human Resource, Labour Relations, Quality Manage performance of worker and others duties.

**ENQUIRIES APPLICATIONS** : Mr M.F Monama Tel No: 012 354 1421  
: 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** : 27 September 2021

**POST 32/69** : **SYSTEM SUPPORT REF NO: EHD2021/09/07**  
Directorate: Information and Communication Technology

**SALARY CENTRE REQUIREMENTS** : R257 508 - R303 339 per annum, (plus benefits)  
: Ekurhuleni Health District  
: Matric plus a National Diploma in Information Technology (NQF 6) with 1 - 2 years' Experience in IT systems Support and Desktop Support environment. Working knowledge of SQL, database manipulations through programming tools Claude Technology Virtual Desktop infrastructure, application virtualization and storage virtualization.

**DUTIES** : Provide General system support especially to Heath systems like Pharmacy system (Rxsolution), Patient administration systems (HPRS, SVS, RDM, HIS). Hardware and software installation, participate on new systems role outs projects, change management champion and trainings. Provide support to PHC re-engineering initiatives. Resolve incidents with printers, copiers and scanners. 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 the quick resolution of their incidents and service

- requests and enable users to become more self-sufficient. Perform all other duties delegated a Supervisor/Manager
- ENQUIRIES** : Ms N. Memela Tel No (011) 876 - 1800
- APPLICATIONS** : 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 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](http://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** : 28 September 2021
- POST 32/70** : **PROFESSIONAL NURSE GRADE 1 REF NO: EHD2021/09/10**  
Directorate: Clinical Forensic Medical Services
- SALARY** : R256 905 – R297 825 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Less than 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Experience as a Professional nurse working in Clinical Forensic Medical Services will be added benefit. Valid driver's license is essential. Computer literate, report writing skills, good communication skills, ability to work under pressure, and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources including human and financial resources. Promote stakeholder's collaboration, Provision of administrative and educational services through completion of statistics, ensuring safe keeping of records, health promotion and awareness campaigns relating to gender-based violence. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports. Perform all other duties delegated a Supervisor/Manager.
- ENQUIRIES** : Ms A. Mabunda Tel No (011) 876 - 1794
- APPLICATIONS** : 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 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](http://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** : 28 September 2021

**POST 32/71** : **SECRETARY REF NO: SBAH 94/2021**  
 Directorate: Radiation Oncology

**SALARY** : R173 703 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 Certificate with atleast 8 to 10 years post qualification experience. Microsoft office (Word, Excel and PowerPoint)

**DUTIES** : The department of Radiation Oncology is based at Steve Biko Academic Hospital and also affiliated with the University of Pretoria. The job entails administrative support to the staff in the department. This entails administrative support for both clinical and academic responsibilities. Daily duties include handling all communication to and from the department (leave and documents). The successful employee should also assist with statistics, clinical data capture, and use of in house patient record system (MOSAIQ), co-ordination of department meetings and records. Duties will include communicating with referral hospital and patients regarding appointments. As the department is affiliated with the University of Pretoria, the candidate will be required to assist with co-ordination of academic activities including assisting trainee registrars, administrative assistance related to research and education activities. The candidate must be proficient in electronic record keeping and filling with organization and communication skills.

**ENQUIRIES** : Prof S Bassa Tel No: 012 354 51475  
**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** : 27 September 2021

**POST 32/72** : **CCTV OPERATOR REF NO: REFS/ WKH/42/2021**  
 Directorate: Security

**SALARY** : R173 703 per annum, plus benefits  
**CENTRE** : Weskoppies Hospital  
**EQUIREMENTS** : Minimum educational qualification. General education and training certificate (GETC) / grade 12 (Std 10). Registration with a professional council. Candidates must be registered as Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Appropriate experience in a control room operation. 1-2 years' experience in CCTV. CCTV operator certificate Technical expertise of CCTV system. Inherent requirement of the job. Willingness to work to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must have a valid driver's license. Must be registered with PSIRA. Must be willing to be deployed in different sections of security department. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.

**DUTIES** : Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safe guard the premises. Identify and report faults and malfunctioning of the system. Monitor all scheduled repairs and maintance to ensure the effective working of all system and equipments. Ensure that only authorized people enters the control room. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal stakeholders. Fixing of CCTV system. Perform any security related duties that maybe assigned by the Supervisor / Management.

**ENQUIRIES** : Mr. VW Maringa Tel No: 012 319 9588  
**APPLICATIONS** : 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 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 Practical exercise test will be conducted after interview.

- CLOSING DATE** : 27 September 2021
- POST 32/73** : **MATERIAL RECORDING CLERK REF NO: REFS/ WKH/46/2021**  
Directorate: Procurement
- SALARY** : R173 703 per annum, plus benefits  
**CENTRE** : Weskoppies Hospital  
**EQUIREMENTS** : Grade 12 and Diploma or Degree in Finance / SCM. Knowledge of Logistics and Supply Chain Management will be as an advantage. Computer literate, knowledge of PFMA, Practical experience of SAP / SRM systems. Good interpersonal and communication skills.
- DUTIES** : Receive VA2s from registry section and sign for it. Assess and analyse the VA2's for the quantity requested before issuing the stock. Update the VA10 immediately receiving and issuing of stock. Periodically update of the price list. Calculation of the weighted average cost and the precautionary factor. Compile monthly theoretical stock count. Maintain minimum and maximum stock levels. Assist with bi-annual stock taking. Attend to queries from end users. Attend meetings and supply chain management forums and give feedback.
- ENQUIRIES** : Mr. L Mohlolo Tel No: 012 319 9718  
**APPLICATIONS** : 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 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** : 27 September 2021
- POST 32/74** : **SOCIAL AUXILIARY GRADE 1 REF NO: SBAH 95/2021**  
Directorate: Social work
- SALARY** : R148 215 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital

- REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions. Experience in Hospital setting will be added advantage. Registration with SACSSP as a Social Auxiliary worker. Valid driver's license. Report writing skills, organizing and planning skills and Computer literacy.
- DUTIES** : Provide assistance and support to social workers with the rendering of social work services by: assistance to the chronically or terminally ill, unknown patients, persons with disabilities and older persons who need placement or alternative accommodation. Perform basic assessments/ screening of patients and refer to community resources. Assist social workers with group work and community work projects. Attend MDT and ward rounds and give feedback to social workers. Perform administrative support functions in support of social workers including being a receptionist. Compile daily, weekly and monthly statistics. Assist with arrangements of meetings and taking of minutes and typing. Keep abreast with new developments in the social work field and will be responsible for self-development. Knowledge of all relevant social work legislations to be able to able to effective and efficient service to the patients ( code of ethics , Batho Pele principles)
- ENQUIRIES** : Ms H.L Sono Tel No: 012 354 1522
- 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** : 27 September 2021

**POST 32/75**

**CLEANING SUPERVISOR REF NO: LCOEC/04/2021 (X1 POST)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R145 281 per annum (Level 04)  
Lebone College of Emergency Care  
Grade 12 or Matric Certificate or equivalent qualification with cleaning and supervision experience. Computer literacy. Ability to perform routine tasks. Fair command of English language. Communication skills (verbal and written) Ability to work under pressure. Sound interpersonal relations.

**DUTIES**

Take care of all administration duties. Monitor attendance through Signing attendance registers and leave forms. Assign daily tasks to teams. Monitor and control the cleaning of offices daily, corridors, elevators and boardrooms. To provide a high standard of hygiene and cleanliness. Daily cleaning of the College facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refiling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways. Providing refreshments during workshops and meetings.

**ENQUIRIES**  
**APPLICATIONS**

Ms B Ramatsetse Tel No: 012 356 8000  
Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.

**NOTE**  
**CLOSING DATE**

NB: The institution reserves the right not to appoint  
27 September 2021

**POST 32/76**

**DRIVER / MESSENGER REF NO: LCOEC/02/2021 (X1 POST)**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R145 281 per annum (Level 04)  
Lebone College of Emergency Care  
Grade 10 certificate or equivalent qualification. A valid code 10 driver's license with PDP. The following serves as added advantages: ability to maintain integrity of confidential information, ability to prioritise duties, basic communication skills (verbal and written), basic numeracy, computer skills and interpersonal relations.

**DUTIES**

Responsible for collecting and delivery of College related documents/files to and from different stakeholder as required. Deliver documents promptly and obtain signatures from recipients. Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels,

documents and files) Record and control correspondence register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels from addressor Deliver mail, files, documents and parcels to addressees. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Ensure that all the documents delivered are recorded and maintained according to legislative prescripts. Perform basic administration duties.

**ENQUIRIES** : Ms B Ramatsetse. Tel No: 012 356 8000  
**APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.  
**NOTE** : NB: shortlisted candidates will undergo driving assessment. The institution reserves the right not to appoint  
**CLOSING DATE** : 27 September 2021

**POST 32/77** : **CLEANING SUPERVISOR REF NO: SBAH 96/2021**  
Directorate: Logistics Support

**SALARY** : R145 281 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 and minimum of 5 years proven experience in a formal hospital environment. Cleaning experience will be an added advantage.  
**DUTIES** : Allocate and supervise cleaners. Assign schedules and duties for cleaning staff. Compile leave plans and monitor attendance register. Inspect clinical areas and monitor performance of cleaners and ensure cleaners perform assigned tasks and follow correct cleaning equipment. Institute the progressive discipline. Perform other duties delegated by supervisor.

**ENQUIRIES** : Mr M.F Monama Tel No: 012 354 1421  
**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** : 27 September 2021

**POST 32/78** : **OPERATOR PHOTO COPIER REFS NO: SBAH 97/2021**  
Directorate: Supply Chain Management  
(Re- Advertisement)

**SALARY** : R102 534 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 10 or equivalent qualification plus 1 year working experience. Grade 12 and proven photo copier or warehouse experience will be an added advantage. Grade 12 and proven photo copier and computer literacy or warehouse will be an added advantage.  
**DUTIES** : The candidate will be responsible for operating various photocopying machine, Conduct preventative and corrective maintenance on printing machine, Record material usage, Train Apprentices. Quality assurance and control of pre-printing and printed products.

**ENQUIRIES** : Mr. D Morwasi Tel No: 012 354 5159  
**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** : 27 September 2021

**POST 32/79** : **CLEANER REF NO: LCOEC/01/2021 (X12 POSTS)**

**SALARY** : R102 534 – R120 780 per annum (Level 02)  
**CENTRE** : Lebone College of Emergency Care  
**REQUIREMENTS** : ABET Certificate. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate heavy duty cleaning equipment/machinery. Fair

command of English language. Ability to work under pressure. Sound interpersonal relations.

**DUTIES** : Cleaning offices, corridors, elevators and boardrooms. Operate heavy duty machines. To provide a high standard of hygiene and cleanliness. Daily cleaning of the College facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways. Providing refreshments during workshops and meetings. Washing of staff dishes, dishes of functions and all other types of dishes. Participate in cleaning projects at the College.

**ENQUIRIES** : Ms B Ramatsetse Tel No: 012 356 8000

**APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.

**NOTE** : NB: The institution reserves the right not to appoint

**CLOSING DATE** : 27 September 2021

**POST 32/80**

**GROUNDSMAN REF NO: LCOEC/03/2021 (X3 POSTS)**

**SALARY** : R102 534 per annum (Level 02)

**CENTRE** : Lebone College of Emergency Care

**REQUIREMENTS** : aABET Certificate with experience working in grounds and gardening in a formal environment. Ability to work with fellow workers, willingness to relieve/relocated in other sections if there is shortage. Fair command of English language. Ability to work under pressure. Sound interpersonal relations. Basic numeracy and interpersonal relations.

**DUTIES** : Removal of garden rubble, Pesticide Control, Administering of fertilizer and mulch, Rose treatment Cleaning and weeding of pavement area (main building and residence), Pick up litter ,Water planted area if irrigation is not working and pot plants outside, Cut lawn and trim edges, Prune and trim trees and shrubs(Seasonal), Shape cutting of all lollypop trees and hedges. All dead leaves and roses to be cut out and general maintenance.

**ENQUIRIES** : Ms B Ramatsetse Tel No: 012 356 8000

**APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.

**NOTE** : NB: The institution reserves the right not to appoint.

**CLOSING DATE** : 27 September 2021

**POST 32/81**

**PROPERTY CARETAKER REF NO: LCOEC/04/2021 (X1 POST)**

**SALARY** : R102 534 per annum (Level 02)

**CENTRE** : Lebone College of Emergency Care

**REQUIREMENTS** : ABET Certificate. Ability to work with team (students and staff), willingness to relocate. Fair command of English language. Ability to work under pressure. Sound interpersonal relations. Basic numeracy and interpersonal relations. Good communication skills (written and verbal, be able to write reports). Able to prioritise emergencies. Be prepare to work shifts. Knowledge and understanding of Occupational Health and Safety.

**DUTIES** : Oversee the College during and after working hours. Liaise with contractors on site. Inspecting the building, including heating, cooling, lighting and alarm system to make sure them in good working order. Performing basic repairs and maintenance task required e.g. changing bulbs and door handles. Opening the building at the start of the day and locking all door and windrows when not in operation. Adhering to OHS policies. Ensuring that the College residence is clean at all times. Ensuring that students adhere to the College rules and regulations.

**ENQUIRIES** : Ms B Ramatsetse. Tel No: 012 356 8000

**APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.

**CLOSING DATE** : 27 September 2021

**NOTE** : NB: The institution reserves the right not to appoint

**OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za), (GPG Professional Job Centre) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 27 September 2021
- NOTE** : Applications must be submitted on the new Z83 Form available on [www.dpsa.gov.za](http://www.dpsa.gov.za), accompanied by copies of qualification(s), identity document, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. NOTE: Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

**MANAGEMENT ECHELON**

- POST 32/82** : **DIRECTOR: PLANNING COORDINATION REF NO: 011890**
- SALARY** : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate NQF Level 7 qualifications in Social Science, Public Administration or any related bachelor's degree. An appropriate post graduate qualification in the above area will serve as an advantage. 5 to 10 years relevant functional middle management experience with proven managerial skills of which 3 years should have been in public sector environment. Experience in the development and review of provincial development plans. Strong strategic, leadership and management skills. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment within which public service delivery takes place. Good knowledge of government policies and prescripts. Key competencies: Analytical and problem-solving skills. Communication (verbal

and written) skills. Financial management. Programme and project management. People management and empowerment. Attributes: Ability to work under pressure, in a team and independently as well as cope with a high workload discipline. S/he must be assertive, innovative and creative.

**DUTIES** : Support the institutionalisation of macro and transversal planning. Utilise available research studies and conduct scenario planning to inform and coordinate the development and review of provincial development plan. Ensure alignment of provincial development plan to national and provincial government priorities. Coordinate and consolidate the alignment of provincial development plan to the budget prioritisation framework, spatial planning, gender, youth and people with disabilities and gender responsive budgeting. Support COGTA to convene the Technical One Plan structures and intergovernmental working sessions. Coordinate the contributions, commitments and budgets of provincial sector departments into the One Plan for each district/ metro and ensure provincial sector alignment in district/ metro intergovernmental working sessions. Coordinate the development of the provincial development plan monitoring framework or implementation plan.

**ENQUIRIES** : Ms Phelisa Khuzwayo Tel No: (011) 355 6730  
**NOTE** : Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

#### OTHER POSTS

**POST 32/83** : **DEPUTY DIRECTOR: PLANNING COORDINATION REF NO: 011891**

**SALARY** : R733 257 – R863 748 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An appropriate NQF Level 7 qualifications in Social Science, Public Administration or any related bachelor's degree. An appropriate post graduate qualification in the above area will serve as an advantage. Minimum of 5 years relevant experience in the development and review of provincial development plan of which at least 3 years must have been at supervisory/management level. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment within which public service delivery takes place. Sound in-depth knowledge of relevant prescripts, application and understanding of legislative, regulatory and policy framework governing planning and performance management within the public service. Experience in Stakeholder management. Demonstrable experience in knowledge and information management. Good Communication Skills (verbal and written) and presentation skills. Good Planning and organizing skills. Ability to work under pressure. Strong Research skills. Ability to work independently often for long hours. Good problem solving and conflict management skills. Attention to detail. Ability to work under pressure.

**DUTIES** : Develop a process plan on the development and review of provincial development plan. Apply scenario planning methodologies to inform the development and review of provincial development plan. Align the provincial development plan to national Medium-Term Strategic Framework, provincial priorities, budget prioritisation framework, spatial development framework and transformation set aside targets. Provide inputs into One Plan intergovernmental working sessions. Provide guidance and support departments on their contributions, commitments and budgets into the One Plan for each district/ metro and ensure provincial sector alignment in district/ metro intergovernmental working sessions. Develop the provincial development plan monitoring framework or implementation plan.

**ENQUIRIES** : Ms Phindi Maserumule Tel No: (011) 355 6110

**POST 32/84** : **GIS PRODUCTION GRADE A REF NO: 011892**

**SALARY** : R656 706 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A 3 to 4 years Geographic Information Science degree or related bachelor's degree related bachelor's degree. Minimum 3-year post qualification

Technologist experience. Strong experience with two or more GIS platforms (ArcGIS platform, QGIS, ERDAS etc.) and at least one statistical analysis software. Must have strong analytical, statistical skills and experience. Must have knowledge of technical and strategic report writing and understanding of legal compliance. Experience in Geo-Database design and management. Experience in Spatial and statistical analysis and development of information products like analytics dashboards, story maps etc. Strong experience in the development of Web Map Services (WMS) and working with Geoportals and ArcGIS online. Experience in administration, licensing and application development on ArcGIS online. A good understanding of government priorities and knowledge of the South African political landscape and socio-economic environment within which public service delivery takes place. Compulsory registration with South African Geomatics Council (SAGC) and valid driver's license. A qualification in IT and server administration will be an added advantage. Ability to work under pressure. Strong Research skills. Ability to work independently often for long hours. Good Programme and project management skills. Good in Research and development, problem solving and conflict management skills. Attention to detail. Ability to work under pressure.

**DUTIES**

:

Design, plan and perform advanced spatial and statistical analysis to address the Departmental and Gauteng Government strategic objectives. Perform data analytics and develop spatial information products and Web Map Services for the Gauteng Geoportal. Facilitate the collection and capturing of spatial data from various formats and sources. Coordinate the design, development and creation of geospatial databases. Provide access to Spatial Information and Geographic Information Services to all clients in the Department. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Develop and maintain GCR Metadata catalogue. Perform Quality Assurance of all the data and information products for the Gauteng Geoportal. Assist GIS Server administration and publishing webservices in the GIS portal.

**ENQUIRIES**

:

Mr Tshepo Rasego Tel No: (011) 355 6450