

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

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

**MANAGEMENT ECHELON**

- POST 40/74** : **CHIEF DIRECTOR: STRATEGIC RESEARCH, MONITORING AND EVALUATION REF NO: HO2021/11/01**  
(5 Years Fixed Term Contract Performance Based)  
Branch: Strategic Planning Management

- SALARY** : R1 251 183 per annum, (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF level 7) qualification in Education, Policy or Monitoring and Evaluation. At least 5 years' experience at a Senior Management level in education related management and/or any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Knowledge and Skills: Superior understanding of education delivery research. Extensive knowledge of the education legislation, public sector, PFMA and Treasury Regulations; Public Service Regulatory Framework, Risk Management Framework and Practices. Revised Framework for Strategic Plans and Annual Performance Plans and National Evaluation Policy Framework. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge M&E in

education. Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods. Previous publishing record will be an asset. Excellent report writing, analytical, and communication skills, including oral presentation skills.

**DUTIES** : Provide strategic and technical leadership to ensure quality M&E, KM, reporting and the learning and research agenda, including performance improvement. Lead the development and execution of a comprehensive Research, Monitoring and Evaluation Framework and Plan. Ensure that all project M&E plans and results-based frameworks align with the organisation's strategic framework, Theory of Change, goals and targets. Monitor organization performance against set plans and targets and manage compilation of performance information reports. Oversee the development of quarterly, annual and ad hoc reports and ensures reporting quality and compliance, including the Audit of Performance information. Develop a sustainable in-house programme of research that will complement and inform programme and policy activities. Provide strategic and technical leadership in knowledge management to support effective and compliant reporting of results and lessons learned and dissemination of programmatic impacts and knowledge products. Ensure research output is disseminated in peer-review academic journals. This will include serving both as lead author on publications, co-authoring publications with senior collaborators at other organisations. Ensure that research output is also disseminated in formats accessible to a wide variety of community stakeholders. Develop strong quality assurance systems focusing on whole school evaluations, systemic and learner testing and rapid assessments of school performance. Develop and monitor service delivery improvement strategies and reports in line with DPISA requirements. Provide strategic direction to the Chief Directorate and exercise the duties of responsibility Manager.

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

**POST 40/75** : **CHIEF DIRECTOR: SCHOOL TECHNOLOGY SUPPORT SERVICES REF NO: HO2021/11/02**  
(5 Years Fixed Term Contract Performance Based)  
Branch: Strategic Planning Management

**SALARY** : R1 251 183 per annum, (an all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF level 7) qualification in Education, IT systems or E-Learning. At least 5 years' experience at a Senior Management level in education and/or any other appropriate experience. A post-graduate qualification and registration with relevant professional bodies will be an added advantage. Knowledge and Skills: Proven track record of project management within the e-learning industry or equivalent. In depth understanding of current and emerging issues and trends in e-learning theory, research and practice. In depth understanding of information system design, programming, implementation and management. E-Learning principles and practices. Understanding of children learning theory and practice; Current and emerging educational technology. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge of legislation relevant to the ICT. Demonstrable understanding of contemporary practice of ICT in South Africa. Excellent report writing, analytical, and communication skills, including oral presentation skills.

**DUTIES** : To provide innovative leadership to the design, quality development, delivery, and assessment of learning programmes offered at schools, including the realisation of fully online, hybrid (50% or more online), and blended (less than 50% online) solutions. Lead with the development and administration of Online Teaching and Learning systems, including the Learning Management System. Must evaluate, assess, and implement technology solutions that support instructional and learner support services for existing school-based and emerging online learning environments and find ways to streamline and optimize processes. Provide effective provisioning, installation/configuration, application, operator and

maintenance of systems hardware and software and related infrastructure support. Forecast, plan IT school requirements including the lifecycle of equipment and replacement model. Manage provisioning and distribution of ICT equipment to schools for curriculum delivery. Provide E-learning support services and e-LTSM to teachers and schools. Develop distance and remote learning policies and best practices in conjunction with the curriculum specialists in the department. Research and develop leading-edge technologies and modalities to support exemplary online and hybrid learning content. Foster awareness of remote, hybrid and distance offerings across all phases of learning. Coordinate professional development activities for teachers and management. Work with various stakeholders across the departments to integrate e-learning options across all school levels and facilitate the achievements of curriculum delivery objectives.

- ENQUIRIES** : Mr. Hector Tsosane Tel No: (011) 843 6533
- POST 40/76** : **CHIEF DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT REF NO: HO2021/11/03**  
 (5 Years Fixed Term Contract Performance Based)  
 Branch: Strategic Planning Management
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (an all-inclusive package)  
 : Head Office, Johannesburg  
 : An appropriate Advanced Diploma/B-Tech /Degree (NQF level 7) qualification in Education/or Planning. At least 5 years' experience at a Senior Management level in a planning, policy or education information and any other appropriate experience. A post-graduate qualification will be an added advantage. Knowledge and Skills: Superior understanding of Education Planning. Extensive knowledge of the education legislation, public sector, PFMA and Treasury Regulations; Public Service Regulatory Framework, Risk Management Framework and Practices. Revised Framework for Strategic Plans and Annual Performance Plans and National Evaluation Policy Framework. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge of legislation relevant to the team's work. Demonstrable understanding of contemporary practice of education planning in South Africa. Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods. Previous publishing record will be an asset. Excellent report writing, analytical, and communication skills, including oral presentation skills.
- DUTIES** : Strategically manage the development, approval and maintenance of short-medium- and long-term education development plans for Gauteng. Manage the departmental 5-year strategic, annual performance plan and operational planning processes, as well as related planning policies, regime, and instruments. Direct the development and maintenance of the departmental planning agenda. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Coordinate Education Management Information System and quality data collection initiatives in support of departmental strategic/other planning and accountability processes. Provide strategic and technical leadership for the analysis and use of data from routine information systems and special surveys to influence the design and scope of the program, including ensuring that data are appropriately displayed in dashboards using various graphics and geo-spatial displays. Produce annual statistical report on access, equity, quality and relevance of education. Provide strategic and technical leadership on data quality assurance strategies and ensure systems are in place to ensure high quality data is generated. Lead and manage policy research and development including legislation and the determination of the norms and standards for policy development within the department including the development of discussion papers on policy options. Lead and direct the development of the annual legislative plan for the department. Oversee the implementation of and compliance with policies and legalisation. Provide briefings on policy issues to senior management, high-level policy makers and stakeholders. Lead process to secure donor assistance, to compensate budget shortfalls, to fully execute the

|                            |  |
|----------------------------|--|
|                            | plans of the department. Provide strategic direction to the Chief Directorate and exercise the duties of responsibility Manager.   |
| <b><u>ENQUIRIES</u></b>    | : Mr. Hector Tsosane Tel No: (011) 843 6533  |
| <b><u>POST 40/77</u></b>   | : <b><u>DIRECTOR: LEGAL SERVICES REF NO: HO2021/11/04</u></b><br>(5 Years Fixed Term Contract Performance Based)<br>Directorate: Legal Services  |
| <b><u>SALARY</u></b>       | : R1 057 326 per annum, (an all-inclusive package)   |
| <b><u>CENTRE</u></b>       | : Head Office, Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : An LLB Degree (NQF Level 7 or above) and admission as an Attorney or Advocate plus a minimum of 5 years middle/senior management experience. Experience in Education Law will be a strong recommendation. Extensive knowledge in civil litigation, court rules and procedures, Court appearance will be an added advantage. Knowledge in interpretation of statutes, administrative law and understanding of different legislative prescripts, legal compliance management as well as contract drafting. Understanding of government processes. Skills: Good interpretation skills. Presentation and facilitation skills, policy development and research skills, legislative drafting, and formulation skills. Good verbal and legal writing skills. Computer literacy, strong leadership qualities and skills. Project planning, implementation, and management skills. Good inter-personal relations. Innovation and creativity. Self-disciplined and able to work under pressure with minimum supervision. People management supervisory skills. Valid driver's license.   |
| <b><u>DUTIES</u></b>       | : Management of litigation matters. Administer the preparation of all Court cases including Constitutional Court cases. Assist with consultations to Advocates. Manage the provision of legal advisory services. Provide formal legal opinions and legal advice. Provide legal inputs on correspondence of a legal technical nature. Represent the Department at forums on legal matters. Manage the provision of legislation and contract advisory services. Provide inputs on the provincial legislative programmes. Ensure legally sound contracts are drawn. Ensure legal compliance of the Department. Manage appeal submitted to the MEC. Manage legal investigations and ensure implementation of recommendations. Ensure the effective, efficient, and economic utilisation of allocated resources. Provide and maintain financial management systems that will enable the Directorate to comply with policies. Support and monitor subordinate's performance, identify and manage their development needs. Ensure staffs are kept abreast of all legal new prescripts and policies. Conduct performance assessments of personnel. |
| <b><u>ENQUIRIES</u></b>    | : Adv. EN Mashigo Tel No: (011) 355 0147   |

#### **DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the post of Theatre Operator (JD Allen Theatre) Directorate: Nursing (**for Chris Hani Baragwanath Academic Hospital**) was advertised with wrong salary level: Ref No CHBAH 514 (X1 Post) advertised in Public Service Vacancy Circular 37 dated 22 October 2021, the Salary of the post has been amended as follows: Salary: R102 534 per annum. People who applied are encouraged to re-apply; the closing date has been extended to the 26 November 2021. Kindly note that three following X2 Posts were advertised in Public Service Vacancy Circular 38 dated 29 October 2021. The requirement has been amended as follows: Post: Professional Nurse (Specialty Nursing): Ophthalmic Nurse (**Ekurhuleni Health District**) with Ref No: EHD2021/11/03. A relevant qualification is a Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A post-basic qualification In Ophthalmic Nursing Science with the duration of at least one year accredited with SANC. Registration certificate with the SANC as Professional Nurse and a proof of current registration with the SANC as Professional Nurse. Grade 1: A minimum of 4 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Ophthalmic Nursing Science. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 10 years

should be appropriate /recognisable experience after obtaining one year post basic nursing qualification in Ophthalmic Nursing Science. (2) Post Chief Diagnostic Radiographer Grade 1 (Ekurhuleni Health District) with Ref No: EHD2021/11/04. Directorate: Rehabilitation, please include Driver's license is essential. The closing date has been extended to 26 November 2021.

#### **OTHER POSTS**

- POST 40/78** : **MEDICAL SPECIALIST REF NO: REFS/012441**  
 Directorate: Internal Medicine- (Nephrology)
- SALARY** : Grade 1: R1 106 040 per annum, (all-inclusive package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 1: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine.
- DUTIES** : As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof. A Mahomed Tel No: 011 488 3654/3554  
**APPLICATIONS** : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>  
**NOTE** : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 26 November 2021

- POST 40/79** : **MEDICAL SPECIALIST REF NO: REFS/012443**  
Directorate: Radiation Oncology
- SALARY** : Grade 1: R1 106 040 per annum, (All-inclusive package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade1: Appropriate qualification (e.g. MBBCh and FCRadOnc (SA)/ MMed (Rad Onc) that allows for registration with HPCSA as a Medical Specialist in Radiation Oncology. Registration with the HPCSA as Medical Specialty in Radiation Oncology. No experience required after registration with the HPCSA as Medical Specialist.
- DUTIES** : The successful candidate will be expected to render the full spectrum of Radiation Oncology services at the Department of Radiation Oncology. This includes attendance at multi-disciplinary meetings, clinical assessment and formulation of treatments plans for patients, planning and delivery of radiotherapy treatments, on treatment assessments and follow-ups. To assist with patient backlogs in treatment and ensure efficient delivery of radiation therapy in a safe, evidence based, ethical way considering health economics. To assist the Head of Department with the day-to-day management of the unit. Oversee the work of registrars to ensure adequate service delivery from them. To also assist with the teaching program in the department of Radiation Oncology, including attendance and participation in academic meetings, providing supervision and informal and formal teaching to registrars. Research is encouraged, and it is expected that the successful candidate will be involved in their own clinical research, as well as aiding and supervising registrars on their MMeds. Performance of after-hours Radiation Oncology clinical services including in the wards and the assessment and treatment of Radiation Oncology emergencies.
- ENQUIRIES** : Dr D Ramiah Tel No: 011 481 2144  
**APPLICATIONS** : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>  
**NOTE** : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 26 November 2021
- POST 40/80** : **MEDICAL PHYSICIST GRADE 1 REF NO: REFS/012418 (X1 POST)**  
Directorate: Nuclear Medicine
- SALARY** : R662 190 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : An appropriate qualification that allows registration with the HPCSA as a medical Physicist, Registration with the HPCSA as a Medical Physicist, Proof of current HPCSA registration for 2021/2022.No experience needed after registration with the HPCSA as a Medical Physicist. Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan.

**DUTIES**

: Review of radiation safety procedures to ensure compliance with regulatory requirements, this also includes issues relating to radioactive waste .Provide training of Nuclear Medicine Staff in radiation protection issues. Review of personnel radiation exposure and preparation of over-exposure reports as required by DoH:RC/SAHPRA .Monitoring of patient radiation doses: diagnostic reference levels (DRLs) Prevention of radiation incidences in nuclear medicine department. Acquisition and administering of personnel radiation monitoring devices (e.g. radiation dosimeters such TLD badges & audible/alarm dosimeters).Perform calculation and inspection of the facility shielding (shielding considerations of PET/CT systems) as required in accordance with the national regulations. Acts on behalf of license holders in taking a full responsibility for the entire scope of radiation protection .Develop and directs quality control programs to ensure safety procedures, better image quality, and identification of the sources of uncertainty as well as the compliance with regulations. Perform acceptance testing of the newly installed imaging systems to verify the specifications provided by the vendor .Implementation of a regular quality control programme with respect to acceptance tests to ensure the effective use of radionuclide calibrators used for activity measurements and imaging devices such as gamma cameras, SPECT scanners and PET scanners that used for diagnostic applications. Evaluate the performance of PET scanners, SPECT scanners, PET/CT, and SPECT/CT according to NEMA standard. Ensuring the accurate and reproducible measurements of radioactivity in nuclear medicine department. Ensuring that all the activity measuring instruments (radionuclide calibrators and survey meters) are calibrated against the national standard. Review of documentation, which includes procedure manuals and policy documents. Ensure that the correct activity which is measured with a radionuclide calibrator is administered to patient's .Monitor the administration of radioactivity sources (in case of I-131 and Lu-177) to patients for therapeutic procedures. Measurement of the sensitivity of gamma cameras/SPECT scanners prior for the estimation of the activity/counts to be performed. Provides guidelines for proper quantification of nuclear medicine images. Apply the MIRD formalism for dose calculation or develop a standardized dose. Participate in clinical research and teaching physics to nuclear medicine registrars and technologists. Carry out a risk audit with respect to occupational safety from ionizing radiations (gamma rays).Evaluation of all the facilities and procedures in terms of occupational or public safety by performing radiation survey. Participate in drafting/writing specifications prior to purchasing of a new radionuclide calibrator and/or any imaging system. Ability to work full hours a week and work overtime when requested.

**ENQUIRIES**  
**APPLICATIONS**

: Dr K Purbhoo Tel No: (011) 933 0843  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/81** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/012445**  
Directorate: Nursing Department – Paediatric Wards
- SALARY** : R562 800 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post basic Child nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific area of specialty after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to do call on rotational basis.
- ENQUIRIES** : Ms MJ Rikhotso Tel No: 011 488 3916
- APPLICATIONS** : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the



shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE**

: 26 November 2021

**POST 40/82**

: **OPERATIONAL MANAGER SPECIALTY REF NO: REFS/012446**

Directorate: Nursing Department: Theatre – Night Duty

**SALARY**

: R562 800 per annum, (plus benefits)

**CENTRE**

: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. Post basic Nursing Qualification of the duration of 1 year, accredited with SANC in Operating Theatre nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognizable experience in the specific area of specialty after obtaining the 1 –year post-basic nursing qualification. Computer literacy will be added advantage.

**DUTIES**

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care directed by the professional scope of practice and standards a determined institution. To apply basic HRR and financial policies when coordinating care to our patients and other stakeholders to demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilisation at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support of nursing care through staff scheduling and supervision. To ensure that environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in – service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

**ENQUIRIES**

: Mr BR Ditshwane Tel No: 011 488 3826

**APPLICATIONS**

: should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>

**NOTE**

: Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE**

: 26 November 2021

|  |   |  |
|--|---|--|
| <b><u>POST 40/83</u></b>                 | : | <b><u>OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 517</u></b><br>Directorate: Nursing Services (Surgery)   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R562 800 - R633 432 per annum, (all-inclusive package)<br>Chris Hani Baragwanath Academic Hospital (CHBAH)<br>Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing – General. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.   |
| <b><u>DUTIES</u></b>                     | : | Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Realization and Maintenance Framework.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134<br>should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.No faxed or emailed applications will be considered.   |
| <b><u>NOTE</u></b>                       | : | Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of |

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

- CLOSING DATE** : 26 November 2021
- POST 40/84** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: REFS/012422 (X1 POST)**  
Directorate: Occupational Therapy
- SALARY** : R466 119 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Degree in Occupational Therapy. Completion of community service in Occupational Therapy. Registration with Health Profession's Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus proof of current registration for the period 2021/2022. A minimum of 3 years appropriate experience (excluding community service), of which 2 years should be in a supervisory experience. Experience in rehabilitation of adults with neurological fallout. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Experience in a Public Service Hospital and post-graduate training in adult neurore-habilitation would be an advantage.
- DUTIES** : Manage (plan, coordinate and implement) the occupational therapy services in the adult neurology sub-section and manage own patient load. Provide leadership in the adult neuro sub-section. Provide expert advice on complicated clinical neurological conditions and assistive devices. Co-ordinate all relevant meetings effectively, take on a leadership role. In the absence of the head of department, the chief occupational therapist is expected to attend relevant meetings and assume relevant functions of the HOD. Monitor, motivate for and procure equipment and other resources. Promote and implement ongoing research/projects in the sub-section. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Supervise and manage performance of production level therapists, community service therapists, OT Technician, and students. Ensure teaching and skills transference. Monitor proper utilization of human and material resources in the sub-section. Work as a member of the multi-disciplinary team. Manage and implement consultation services to cluster facilities. Manage down-referrals of occupational therapy patients. Monitor ORW. Communicate effectively with all colleagues, subordinates, and relevant stakeholders. Contribute to departmental planning, budgeting, monitoring, and evaluating. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement Ideal Hospital standards in the occupational therapy department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System.
- ENQUIRIES** : Ms L Soulsby Tel No: (011) 933 8187
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01,Pimville, 1808 or [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/85** : **OPERATIONAL MANAGER GENERAL NURSING REF NO: REFS/012448**  
Directorate: Nursing Division: Gastro Outpatient  
(Re-Advertisement)
- SALARY** : R444 276 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy, supervisory experience and computer literacy will be added advantages.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.
- ENQUIRIES** : Ms DA Ramoshu Tel No: (011) 488 3360
- APPLICATIONS** : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and

financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE** : 26 November 2021

**POST 40/86** : **PROFESSIONAL NURSE (ADVANCED PSYCHIATRIC NURSING) REF NO: JUB 37/2021**  
Directorate: Health

**SALARY** : R383 226 – R471 333 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : BasicR425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional nurse. A post basic qualification with a duration of at least one year accredited with SANC in Advanced Psychiatric Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing .Current registration with SANC. Other Skills/ Requirements: Good communication, report writing, facilitation, coordination, liaison, problem solving and networking skills, information management, planning and organizing. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frame works such as Nursing Act, Health Act, OHS Act.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice /qualify patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Coordinate the provision of specialized care.

**ENQUIRIES** : Ms. Aphane K.J Tel No: (012) 717 9300  
**APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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.

**CLOSING DATE** : 26 November 2021 @ Time: 16:00

**POST 40/87** : **RADIOGRAPHER (THERAPY) REF NO: REFS/012444**  
Directorate: Radiation Oncology

**SALARY** : Grade 1: R317 976 per annum  
 : Grade 2: R372 810 per annum  
 : Grade 3: R439 164 per annum

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : **Grade 1:** Appropriate Qualifications that allows for the required registration with the HPCSA in Therapy, None after registration with the Health Professional

Council of South Africa (HPCSA) in Therapy. **Grade 2:** Appropriate Qualifications that allows for the required registration with the HPCSA in Therapy. Minimum of 10 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Therapy. **Grade 3:** Appropriate Qualifications that allows for the required registration with the HPCSA in Therapy. Minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Therapy.

**DUTIES** : Responsible for localisation, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties includes appointment and statistics. Assist students during clinical work develop Radiation Therapy skills. Discipline and conflict management of subordinates. Participate in research. Treatment of emergency patients after hours. Undertake all areas of basic and advanced radiation of the patients. Maintain patient care, quality and standard for the division. Accurately interpretation planning directives and deliver radiation to the patients. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patients and their families. Ensure accurate record keeping of radiation treatment planning and delivery function within quality management system. Training of radiotherapy students allocated to work with you in your respective division.

**ENQUIRIES** : Dr. OI Ubogu Tel No: 011 488 3805  
**APPLICATIONS** : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>  
**NOTE** : Applications should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted). Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE** : 26 November 2021

**POST 40/88** : **LOGISTIC OFFICER REF NO: TRH 7/2021**  
 Directorate: Admin and Support

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Tshwane Rehabilitation Hospital  
**REQUIREMENTS** : National Diploma in Public Administration or equivalent qualification with 3 years' experience or Grade 12 with 7 years relevant experience working in public hospital environment in cleaning, laundry, Household, Waste Management, Property caretakers plus 3 years' experience as a supervisor. Computer knowledge of word, Excel and Power point. Knowledge of policies. Ability to work effectively in a team. Ability to work under pressure. Good communication skills, interpersonal skills and conflict management skills.

**DUTIES** : Manage, control and direct the logistic services (cleaning, laundry, household waste management and property care takers) effectively and efficiently by means of agreed budget, quality standard and performance in accordance with the policies. Responsible for the overall management and administration of all logistic sections. Plan, implement and monitor all department activities related to procurement. Manage human resource function: duty rooster, leave, job description and PMDS contract. Ensure compliance with ideal hospital tool and

quality improvement. Monitor and ensure proper utilization of the finance and physical resources. Compile submit weekly and monthly report. Manage performance and development of staff. Develop and review of SOP's. Responsible for the M and E report. Perform any duties delegated by the Manager.

**ENQUIRIES** : Ms SM Lekhuleni Tel No: 012 354 - 6025  
**APPLICATIONS** : Applications must be sent directly to Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.

**NOTE** : Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be 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.

**CLOSING DATE** : 26 November 2021

**POST 40/89** : **CLINICAL ASSOCIATE REF NO: JUB 40/2021 (X2 POSTS)**  
Directorate: Health

**SALARY** : R257 508 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : BCMP or equivalent qualification that allows registration as a Clinical associate with the HPCSA. Current registration with the HPCSA as a Clinical associate. Ability to identify high risk and emergency conditions in a patient and take appropriate actions. Ability to utilize diagnostic tools effectively in the management of patients. Knowledge of Health act and relevant regulations. Knowledge of the standard treatment guidelines and protocols. Computer literacy, communication, problem solving and presentation skills.

**DUTIES** : The successful candidate will perform patient consultations and physical examinations including assessment and management of patients across all ages in the Hospital for all common medical conditions. Apply clinical reasoning in assessment and management of patients. Assist in theatre and perform overtime duties if necessary. Assess, manage and appropriately refer emergency conditions. Perform medical investigative and therapeutic procedures in the wards, emergency department and outpatient department. Perform medical and surgical interventions in accordance with his or her scope of practice under the supervision of a medical practitioner. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling and health education. Ensure comprehensive clinical record keeping. Partake in clinical audits, 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. Implement and monitor adherence to national core standard (norms and standards). Effective use of data and appropriate reporting on outputs and health outcomes. Ensure clinical risk management, adherence to Batho Pele Principles and Patient Rights Charter.

**ENQUIRIES** : Dr O.B Modise Tel No: (012) 717 9302  
**APPLICATIONS** : must be posted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Jubilee District Hospital,

**NOTE**

Stand No. 92 Jubilee Road, Hammanskraal. No faxed or emailed applications will be considered.

: Applications must be submitted on the new Z83 form (obtainable from any Public Service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) and must be completed in full and duly signed. Documents to be attached are: recent, comprehensive CV, specifying all qualifications and experience, with respective dates, copies of the ID, qualification/s including matric, relevant council registration certificate, proof of current registration and relevant service certificates. Documents need not be certified, only shortlisted candidates will be requested to submit certified copies before the interviews. General Information: Note: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification, Reference checks- (Provide at least three, one must be your 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. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**CLOSING DATE**

: 26 November 2021 @ Time: 16H00

**POST 40/90**

: **PROFESSIONAL NURSE GRADE 1: MIDWIFE REF NO: PN/CARLT/10/2021 (X5 POSTS)**

Directorate: Nursing

**SALARY CENTRE**

: R256 905 - R297 825 per annum, (plus benefits)  
: Carletonville Hospital

**REQUIREMENTS**

: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as a midwife/accoucheur. Registration certificate with the SANC as Professional Nurse and proof of current practicing certificate. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate independent decisions. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards and, Ideal Hospital Realization and Maintenance Framework.

**DUTIES**

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts and in different wards as per service delivery needs. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital. Adhere to National, Provincial, Hospital and departmental policies, procedures, guidelines and regulations.



- ENQUIRIES APPLICATIONS** : Mrs. K J. Netshidzati Tel No: 0187881709  
 : must be submitted at: Carletonville Hospital or mailed the following address Corner Falcon and Annan road or be posted to: The Human Resource Directorate, Carletonville Hospital, Private bag x2023.Carletonville 2499.
- NOTE** : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and it must be completed in full, copy of CV, copies of identity book (ID) and qualifications must be attached. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.
- CLOSING DATE** : 26 November 2021
- POST 40/91** : **COMMUNICATION OFFICER REF NO: CHBAH 519 (X1 POST)**  
 Directorate: Public Relations and Communication
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05), (plus benefits)  
 : Chris Hani Baragwanath Academic Hospital  
 : Grade 12 with no experience. Computer literacy (MS Office, Excel, PowerPoint). Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must have office administration competency. Must be able to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.
- DUTIES** : Oversee hospital social media accounts (Facebook, twitter, you-tube, Instagram). Support the hospital events and manage branding in line with departmental corporate identity manual. Carryout photo coverage in all events, implement social media strategy in align with the departmental Cooperate Identity with the Cooperate Identity manual. Manage the hospital digital library (pictures and videos). Conduct research on current social media standard trends and audience preferences, edit, publish and share engaging content daily. Monitor the hospital social media platforms and respond to followers enquiries timeously. Monitor customer reviews. Implement new features to develop brand awareness, like promoting of health services programmes in line with the health calendar, stay up to date with the current technologies and trends in social media, design tools and applications.
- ENQUIRIES APPLICATIONS** : Mr.N. Mazibuko Tel No: (011) 933 9111  
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01,Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the

position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/92** : **ADMINISTRATION CLERK REF NO: CHBAH 520 (X7 POSTS)**  
Directorate: Patient Affairs
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05), (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Grade 12 or Accredited Equivalent with no experience. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer skills. Must be prepared to rotate and work shifts, which includes weekends and public holidays. Knowledge and application of the Batho Pele Principles and Patient's right and responsibilities. Knowledge of Medicom or experience in Patient Administration will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Perform administrative tasks in accordance with regulatory framework including management of records, data capturing, filing, archiving, scanning, photocopying and collating of documents, etc. Registration of patients on Medicom and Manual / downtime registration books. Communication with various stakeholders (patients, community and employees). Filing of clinical script and other documents of patient files. Be prepared to be allocated to/rotated to all Patient Affairs Section (Casualty, Maternity, Mortuary and others). Compiling of daily, weekly and monthly statistics. Be prepared to be allocated/rotated in Patient Affairs Department and operate as a reliever to other sections within Patient Administration Department Attending to telephonic and verbal enquiries. Adhere to Batho Pele Principles and patients' rights and perform all duties allocated by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Ms. K.G. Tsile Tel No: (011) 933 9090 or Ms. V.S Ndou Tel No: (011) 933 8114  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 November 2021
- POST 40/93** : **PORTER REF NO: JUB 38/2021 (X2 POSTS)**  
Directorate: Admin and Logistics Management
- SALARY** : R102 534 – R120 780 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Abet level 4 or a minimum of grade 10. Must be able to read and write. Be able to communicate in more than one of the official local languages. Good verbal and written communication. Be prepared to work shifts and weekends. Knowledge of Occupational Health and Safety act. Understanding of the Batho Pele principles. Knowledge of customer care and be willing to work in a team. Experience as a porter will be an added advantage.
- DUTIES** : Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's bay. Transporting corpse from wards to mortuary. Answer calls from wards and perform any other duty delegated by supervisor.
- ENQUIRIES** : Mr. Motaung M Tel No: (012) 717 9300 Ext 9551  
**APPLICATIONS** : must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. 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.
- CLOSING DATE** : 26 November 2021 @ 16:00

- POST 40/94** : **LAUNDRY AID REF NO: JUB 39/2021 (X2 POSTS)**  
Directorate: Admin and Logistics Management
- SALARY** : R102 534 – R120 780 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Grade 10 or NQF Level 2. Numerical skills, Batho Pele Principles, be able to work under pressure. One year experience in Laundry Services. Knowledge of National Core standards. Grade 12 will be added advantage. Knowledge of sewing will also be added as an advantage.
- DUTIES** : Collection of soiled linen from the wards and out-patients department daily. Deliver clean linen to respective wards daily. Packing, unpacking and counting of soiled and clean linen daily. Sluice soiled linen daily. Pack linen accordingly in the linen bank and in the wards. Participate in the bi-annual and annual stock taking. Willingness to work more hours and overtime. Willingness to go extra mile when need arises. Adhere to guidelines and prescripts that guides laundry services.
- ENQUIRIES** : Mr. Tshelane M.G Tel No: (012) 717 9300 Ext 9352)  
**APPLICATIONS** : must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. 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.
- CLOSING DATE** : 26 November 2021 @ 16:00

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's license (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this

advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

#### **OTHER POSTS**

- POST 40/95** : **MANAGER: SOCIAL WORK GRADE 1: EPWP REF NO: SD/2021/11/01**
- SALARY** : R794 889 per annum, (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in Social Work policy development. Knowledge of the Expanded Public Works Programme (EPWP) including applicable legislation governing the implementation of the programme Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal), Policy analysis/development and Professional counselling skills.
- DUTIES** : Develop/facilitate the development of policies for rendering a Social Work and EPWP service in Department. Monitor interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. Manage and coordinate the EPWP Social Sector in Gauteng Province Manage the EPWP sub-directorate unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources, e.g. general consultation with stakeholders, quality control of the work delivered by subordinates. Monitor EPWP implementation in line with programmatic mandates and legislation Ensure that subordinates are trained and developed to be able to deliver work of the required standard. Plan and ensure that policy research and development are undertaken and complex Social Work research plans. Keep up to date with new developments in the Social Work and EPWP management field. Study professional journals, publications, social services legal and policy framework continuously. Manage staff training, developments, performance and leave plans
- ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7678  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Mr Z Jaca Tel No: (011) 355 7678  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 26 November 2021
- POST 40/96** : **SOCIAL WORK SUPERVISOR GRADE 1 (NPO PARTNERSHIP AND FINANCE) (X2 POSTS)**
- SALARY** : R384 228 per annum, (within the OSD framework)

|                            |   |   |
|----------------------------|---|---|
| <b><u>CENTRE</u></b>       | : | Johannesburg Metro Region (Directorate: Partnerships & Finance) Ref No. SD/2021/11/02 (X1 Post)<br>Ekurhuleni Region (Directorate: Partnerships & Finance) Ref No. SD/2021/11/03 (X1 Post)  |
| <b><u>REQUIREMENTS</u></b> | : | Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports. |
| <b><u>DUTIES</u></b>       | : | To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region<br>Ms NF Pete Tel No: (011) 820 0332- Ekurhuleni Region   |
| <b><u>APPLICATIONS</u></b> | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, <b>Johannesburg Metro Region</b> 41 Fox Street, Private Bag X1, Johannesburg, 2000. For Attention: Ms CS Dukwana Tel No: (011) 355 9502<br><b>Ekurhuleni Region</b> , 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400. For Attention: Ms NF Pete Tel No: (011) 820 0332   |
| <b><u>NOTE</u></b>         | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.   |
| <b><u>CLOSING DATE</u></b> | : | 26 November 2021  |
| <b><u>POST 40/97</u></b>   | : | <b><u>SOCIAL WORK SUPERVISOR GRADE 1 (FIELD AND INTAKE) (X3 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R384 228 per annum, (within the OSD framework)  |
| <b><u>CENTRE</u></b>       | : | Johannesburg Metro Region (Directorate: Field & Intakes) Ref No: SD/2021/11/04 (X1 Post)<br>Ekurhuleni Region (Directorate: Field & Intakes) Ref No: SD/2021/11/05 (X2 Posts)   |
| <b><u>REQUIREMENTS</u></b> | : | Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports. |

|                             |   |   |
|-----------------------------|---|---|
| <b><u>DUTIES</u></b>        | : | To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region<br>Ms NF Pete Tel No: (011) 820 0332- Ekurhuleni Region   |
| <b><u>APPLICATIONS</u></b>  | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, <b>Johannesburg Metro Region</b> , 41 Fox Street, Private Bag X1, Johannesburg, 2000. For Attention: Ms CS Dukwana Tel No: (011) 355 9502<br><b>Ekurhuleni Region</b> , 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400. For Attention: Ms NF Pete Tel No: (011) 820 0332   |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per.  |
| <b><u>CLOSING DATE</u></b>  | : | 26 November 2021  |
| <b><u>POST 40/98</u></b>    | : | <b><u>SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) (X2 POSTS)</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R384 228 per annum, (within the OSD framework)<br>Ekurhuleni Region (Directorate: Probation and Canalization) Ref No: SD/2021/11/06 (X1 Post)<br>Sedibeng Region (Directorate: Probation and Canalization) Ref No: SD/2021/11/07 (X1 Post)  |
| <b><u>REQUIREMENTS</u></b>  | : | Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports. |
| <b><u>DUTIES</u></b>        | : | To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms NF Pete Tel No: (011) 820 0332- Ekurhuleni Region<br>Ms L Harmse Tel No: (016) 930 2055-Sedibeng Region (Heidelberg Service Point)   |
| <b><u>APPLICATIONS</u></b>  | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, <b>Ekurhuleni Region</b> , 40 Catlin Street, Germiston, 1400 or Private Bag x1008, Germiston, 1400. For Attention: Ms NF Pete Tel: (011) 820 0332<br><b>Sedibeng Region</b> , 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911. For Attention: Ms T Mokgokolushi Tel: (010) 345 2253   |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.   |
| <b><u>CLOSING DATE</u></b>  | : | 26 November 2021  |

**POST 40/99** : **ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2021/11/08**  
(Re-Advertisement)

**SALARY** : R376 596 per annum, (plus benefits)  
**CENTRE** : Johannesburg Metro Region  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6 or 7) in Financial Management, Cost Accounting and Auditing with a minimum of 3-5 years' experience in NPO Administrative Environment. A valid Code drivers license. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the monitoring and evaluation of NPOs in the Public Sector ,Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations.

**DUTIES** : Coordination of onsite Monitoring of NPO's, Coordination of Capacity Building to funded NPO's, Coordination of reports on funded NPO's, Coordination of Assessments of NPO's, Supervision of staff.

**ENQUIRIES** : Ms CS Dukwana Tel No: (011) 355-9502 – Johannesburg Metro Region  
**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street or Private Bag x1 Johannesburg, 2000.

**FOR ATTENTION NOTE** : Ms CS Dukwana Tel No: (011) 355 9502  
Applicants that applied previously for this post are encouraged to apply again. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**CLOSING DATE** : 26 November 2021

**POST 40/100** : **ASSISTANT DIRECTOR: AUXILLIARY SUPPORT**

**SALARY** : R376 596 per annum, (plus benefits)  
**CENTRE** : West Rand Region Ref No: SD/2021/11/09 (X1 Post)  
Sedibeng Region Ref No: SD/2021/11/10 (X1 Post)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF level 6/7) in Public Management/Administration with 3-5 years at a supervisory level. A valid driver's license. Knowledge of Government Fleet Management Systems and Facilities/Property Management within a Public Sector environment. Knowledge and understanding of legislative and policy framework regulating procedures and processes in the Public Service. Skills & Competencies: Problem Solving Analysis, Project Management, Report Writing, Communication, Planning & Organizing, Computer Literacy (MS Office Packages).

**DUTIES** : Co-ordination of Office Services, manage the provision, upgrading and maintenance of switchboard and photocopy services. Manage the identification and assessment of Infrastructure Development requirements. Manage the sourcing of services on upgrading of facilities as well as the inspection and maintenance of facilities. Manage the implementation of Occupational Health and Safety Measures in the Region. Co-ordination of Fleet Management functions. Manage the identification of fleet capacity requirements and the submission of requests for fleet capacity. Monitor the implementation of security measures on fleet capacity of the region. Monitor the preparation and submission of fleet utilization reports. Manage performance of staff, grievances and disciplinary matters. Manage the preparation and submission of reports as required.

**ENQUIRIES** : Mr S Makgorogo Tel No: (011) 950 7700– West Rand Region  
Ms Bridgette Nkeane Tel No: (016) 930 2096

**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development, **West Rand Region**, 16 Human Street, Krugersdorp, 1740, Private Bag X 2068 Krugersdorp 1740. For Attention: Mr. S Makgorogo  
**Sedibeng Region**, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911. For Attention: Ms B Nkeane Tel No: (016) 930 2096

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

**CLOSING DATE** : 26 November 2021



|                             |   |   |
|-----------------------------|---|---|
| <b><u>POST 40/101</u></b>   | : | <b><u>ASSISTANT DIRECTOR: SERVICE POINT REF NO: SD/2021/11/11</u></b>   |
| <b><u>SALARY</u></b>        | : | R376 596 per annum, (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | West Rand Region  |
| <b><u>REQUIREMENTS</u></b>  | : | A 3-year tertiary qualification (NQF level 6/7) in Public Administration/Management with 3-5 years at a supervisory level. A valid driver's license. Knowledge and understanding of legislative and policy framework on the transformation of service delivery system in the Public Service. Knowledge and understanding of Departmental decentralization model, service point monitoring systems, procedures and processes. Skills & Competencies: Problem Solving Analysis, Interpersonal Relations, Report Writing, Communication, Planning & Co-ordinating, Computer Literacy.  |
| <b><u>DUTIES</u></b>        | : | Monitoring of administrative support services: Monitor the provision of Fleet, Human Resource and Supply Chain Management Services. Oversee the provision of switchboard services. Monitoring of Service Delivery Improvement Programme: Monitor the implementation of queue marshalling and referral system. Monitor the provision of signage to Service Points. Monitor management of queries and escalations. Attend to the IDP process with municipalities, attend imbizo's and other related services. Management of Staff: Allocate staff in service points. Development staff performance contracts and conduct performance reviews. Manage staff leave plan, grievances and disciplinary matters.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr S Makgorogo Tel No: (011) 950 7700   |
| <b><u>APPLICATIONS</u></b>  | : | can be delivered to- The Gauteng Department of Social Development, West Rand Region, 16 Human Street, Krugersdorp, 1740, Private Bag X 2068 Krugersdorp 1740.   |
| <b><u>FOR ATTENTION</u></b> | : | Mr. S Makgorogo Tel No: (011) 950 7700  |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).  |
| <b><u>CLOSING DATE</u></b>  | : | 26 November 2021  |
| <b><u>POST 40/102</u></b>   | : | <b><u>SOCIAL WORK POLICY DEVELOPER REF NO: SD/2021/11/12</u></b>  |
| <b><u>SALARY</u></b>        | : | R363 801 per annum, (within the OSD Framework)  |
| <b><u>CENTRE</u></b>        | : | Head Office (Johannesburg)  |
| <b><u>REQUIREMENTS</u></b>  | : | A tertiary qualification in Social Work, Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Project Management skills: Planning and organizing, Networking skills, Communication (written and verbal), Professional counselling skills, Policy Analysis and development, Financial management, Presentation skills, Monitoring and evaluation skills, Ability to compile complex reports.   |
| <b><u>DUTIES</u></b>        | : | Develop, implement, and maintain HIV and AIDS policies and guidelines. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements, develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies, develop programmes to implement the relevant policies, Monitor and evaluate HIV and AIDS services rendered by funded NPO's. Keep up to date with new developments in the social work field. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments, Monitor and study the social services legal and policy framework continuously, Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional development activities as prescribed, Research and development, Perform the administrative functions required in the unit. |
| <b><u>ENQUIRIES</u></b>     | : | Ms Z Hlatshwayo Tel No: (011) 227 0121  |
| <b><u>APPLICATIONS</u></b>  | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.  |

**FOR ATTENTION NOTE** : Ms Z Hlatshwayo Tel No: (011) 227 0121  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/103** : **TECHNICIAN: ICT INFRASTRUCTURE REF NO: SD/2021/11/13**

**SALARY** : R316 791 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 2-3 years' experience. A valid driver's license. Technically oriented, Attention to detail, Systematic, Project Management, Technical Knowledge and understanding of ICT Infrastructure legislative framework in the Public Service, Technical Knowledge and understanding of Voice Data and structured cabling environment, Knowledge of ICT hardware and software standards, ICT Technical Skills, Analytical Skills, Report writing skills, Communication Skills, Problem solving skill, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Facilitation Skills.

**DUTIES** : Provision of ICT Infrastructure Support functions, Infrastructure Site visits conducted with Service Providers, Assessment of ICT Infrastructure, Testing and implementation of ICT hardware, Conduct ICT Infrastructure audits, Empowerment of Interns and Learners.

**ENQUIRIES APPLICATIONS** : Mr T Melane Tel No: (011) 227 0043  
 : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Mr T Melane Tel No: (011) 227 0043  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/104** : **TECHNICIAN: ICT OPERATIONS REF NO: SD/2021/11/14**

**SALARY** : R316 791 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification in Information Technology/ Computer Science with 2-3 years' experience. A valid driver's license. Technically oriented, Attention to detail, Systematic, Technical Knowledge and understanding of ICT Operations legislative framework in the Public Service, Technical Knowledge and understanding of Departmental ICT Operations strategy, Technical Knowledge of ICT hardware and software standards, ICT Technical Skills, Analytical Skills, Report writing skills, Communication Skills, Problem solving skill, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Facilitation Skills.

**DUTIES** : Provision of Service Desk functions, Provision of Technical Operations, Implementation of ICT Standards, Policies and procedures, Supervision of ICT Interns.

**ENQUIRIES APPLICATIONS** : Mr T Melane Tel No: (011) 227 0043  
 : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Mr T Melane Tel No: (011) 227 0043  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/105** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: SD 2021/11/15**

**SALARY** : R316 791 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 2-3 years' experience. A valid drivers' license. Technically

orientated, Analytical, Attention to details, Knowledge and understanding of legislative framework governing the Public Service in ICT related ,Knowledge and understanding of Information and knowledge practices, Knowledge and understanding of Information systems, Knowledge and understanding of ICT legislative frameworks, Computer skills, Strategic Planning, Business Insight, Team working, Supervision, Communication, Interpersonal relations, Problem Solving and Analysis, Staff Development, Information Systems, Planning and co-ordinating, Analytical Skills, Project Management Skills, Report writing skills, Conflict management skills, Interpersonal Skills, Leadership Skills, Coordination Skills, Facilitation Skills.

**DUTIES** : Apply ICT policies, strategies and standards, Collection, collation and standardization of departmental datasets, conduct knowledge needs and priorities in terms of the value of business, Conduct awareness on effective use of knowledge sharing tools for all partners and staff, Providing information for Risk registers, AG and GAS matters, Supervision of staff.

**ENQUIRIES** : Ms V Cimani Tel No: (011) 355 7707

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Ms V Cimani Tel No: (011) 355 7707

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/106** : **SENIOR ADMIN OFFICER (GENERAL LEDGERS) REF NO: SD/2021/11/16**

**SALARY** : R316 791 per annum, (plus benefits)

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) Accounting/ Auditing with 2-3 years' experience in Finance, A valid driver's license. Financial Management and Procedures, Budgeting Processes, PFMA legislations, Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, treasury regulation, DORA, GRAP, Knowledge and understanding of the Department's Constitutional mandate, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, People Management skills.

**DUTIES** : Supervision of clearing and reconciliation of receivables accounts, Co-ordination of receivable accounting reports, Monitoring the implementation of internal financial control systems, Supervision of banking services, Implementation of audit findings, Supervision of staff.

**ENQUIRIES** : Ms T Melane Tel No: (011) 227 0043

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Mr T Melane Tel No: (011) 227 0043

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/107** : **SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: SD/2021/11/17**

**SALARY** : R316 791 per annum, (plus benefits)

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : 3-year tertiary qualification (NQF Level 7/NQF Level 6) in Risk Management. This is a specialised field which once qualified requires affiliation to the professional body of the Institute of Risk Managers of South Africa. This body governs the professional practice, conduct and development of such professionals. Demonstrated working experience at least 2 - 3 years' experience at supervisory level in the risk management field, demonstrate at up to 2 – 3 years' experience of

the ability to plan and organise allocated risk assessments and independently manage allocated tasks as well as juniors and provide adequate and timeous feedback to supervisor, must demonstrate experience in compilation of risk assessment reports for specifically allocated sites for assessments, A valid driver's license. Confidentiality, Planning and organising skills.

**DUTIES** : Establishment and maintenance of the departmental Risk Management framework, Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks), knowledge of barnowl, Supporting the Risk Management Committee and Risk Champions Forum, General Functions.

**ENQUIRIES APPLICATIONS** : Mr OG Moitsi Tel No: (011) 227 0068  
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Mr OG Moitsi Tel No: (011) 227 0068  
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/108** : **SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: SD/2021/11/18**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum, (plus benefits)  
Head Office (Johannesburg)  
3 Year Tertiary Qualification (NQF Level 7/NQF Level 6) in Internal Auditing and/or Internal Control. Minimum of 2-3 years' experience at a supervisory level. A valid driver's license. Honesty and integrity, Attention to details, Confidentiality, Objectivity and independence, Technical Skills, Analytical thinking, Mathematical skills, Statistical skills, Problem solving skills, Negotiation skills, Conflict resolution, Project management skills, Time management skills, Communication skills: written and spoken, Excellent report writing skills, Planning and organising skills, Supervisory Skills: own projects and juniors and team members, Deadline driven and task orientated, Interpersonal Skills, Detailed research skills, Computer literate: Advanced excel, word and power point.

**DUTIES** : Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies, Test and monitor the quarterly key controls, Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING III, Integrity Management Framework, Supervise and monitor audit processes, General Functions.

**ENQUIRIES APPLICATIONS** : Ms V Cimani Tel No: (011) 355 7707  
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Ms V Cimani Tel No: (011) 355 7707  
The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/109** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS REF NO: SD/2021/11/19**  
(Re-Advertisement)

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

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

**ENQUIRIES** : Mr T Melane Tel No: 011 227 0043

**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg, 2000.

**FOR ATTENTION** : Mr T Melane Tel No: 011 227 0043

**NOTE** : Applicants that applied previously for this post are encouraged to re-apply again. NB: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**CLOSING DATE** : 26 November 2021

**POST 40/110** : **SENIOR ADMINISTRATIVE OFFICER: SYSTEMS TRAINING REF NO: SD/2021/11/20**

**SALARY** : R316 791 per annum, (plus benefits)

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with 2- 3 years' experience as trainer/facilitator. Knowledge of e-learning tools (e.g. MS teams), experience in providing information systems user support. A valid driver's license. Strategic Planning, Business Insight, Team working, Supervision, Communication, Interpersonal relations, Problem Solving and Analysis, Staff Development, Information Systems, Financial Management and Procedures, Budgeting Processes. Policies, procedures and legislations, Planning and co-ordinating, Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Coordination Skills, Facilitation Skills.

**DUTIES** : Implementation Business needs and monitor system usage, Manage and monitor the development of training material for system users, Manage and Monitoring of alignment to the system to changing business requirements, Develop and manage change management plans for the system in the Department. Plan, develop, and provide training and staff development programs, Refresher training. Provider System User. Continuously recommend new training approaches and techniques, Build well-established business partnerships with the Department's Region(s) and Institution(s). Monitor training results and statistics. Analyze training needs to develop new training programs or modify and improve existing programs.

**ENQUIRIES** : Ms Z Hlatshwayo Tel No: (011) 227 0121

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Ms Z Hlatshwayo Tel No: (011) 227 0121

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/111** : **SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2021/11/21**

**SALARY** : R316 791 per annum, (plus benefits)

**CENTRE** : Ekurhuleni Region

**REQUIREMENTS** : A three-year qualification (NQF Level 6/7) in Cost Accounting/Financial Management or Auditing with 2-3 years' experience in the NPO environment at a supervisory level. A valid drivers' license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPOS's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills

and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.

**DUTIES** : Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. Analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

**ENQUIRIES** : Ms Ziyanda Noncolela Tel No: (011) 820 0429 – Ekurhuleni Region

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1400.

**FOR ATTENTION** : Ms ZO Noncolela Tel No: (011) 820 0429

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/112** : **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO: SD/2021/11/22 (X3 POSTS)**  
 Directorate: NPO Monitoring and Evaluation  
 (X1 Post Re-Advertisement)

**SALARY** : R316 791 per annum, (plus benefits)

**CENTRE** : Johannesburg Metro Region

**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6 or 7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and PowerPoint. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

**DUTIES** : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categories them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.

**ENQUIRIES** : Ms CS Dukwana Tel No: (011) 355-9502 – Johannesburg Metro Region

**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street or Private Bag x1 Johannesburg, 2000.

**FOR ATTENTION** : Ms CS Dukwana Tel No: (011) 355 9502

**NOTE** : Applicants that applied previously for this post are encouraged to apply again. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**CLOSING DATE** : 26 November 2021

**POST 40/113** : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY AND SECURITY MANAGEMENT (OHS) REF NO: SD/2021/11/24**

**SALARY** : R316 791 per annum, (plus benefits)

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : A 3-year Tertiary qualification (NQF Level 6/7) in Facilities Management/ Occupational Health and Safety with 2-3 years' experience in administrative environment. A valid drivers' license. Honesty and Integrity, technically orientated individual, Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Occupational Health and Safety and Security Management functions in the Public Sector. Knowledge and understanding of Departmental Occupational Health and Safety and Security Management systems, procedures and processes. Project Management Skills, Report writing skills, Communication Skills.

**DUTIES** : Coordination of Occupational Health and Safety programme, Implement occupational health and safety plan ,Monitor implementation of Occupational health and safety plans in Regions and Institutions, Monitor Regions and Institutions on compliance to occupational health and safety act and related policies. Provide implementation support on occupational health and safety plans, Implementation of Security functions, Provide and activate access cards to staff, Monitor the functionality of security features in Departmental buildings, Monitor access control measures, attend to identified security breaches in Departmental buildings, Provide and maintain door locks, Monitor functionality of security upgrades.

**ENQUIRIES** : Mr OG Moitsi Tel No: (011) 227 0068

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Mr OG Moitsi Tel No: (011) 227 0068

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/114** : **SENIOR ADMINISTRATIVE OFFICER: FACILITY MANAGEMENT (X2 POSTS)**  
(Re-Advertisements)

**SALARY** : R316 791 per annum, (plus benefits)

**CENTRE** : JW Luckhoff Child and Youth Care Centre Ref No: SD/2021/11/25  
Ekurhuleni Ekurhuleni Region: SD/2021/11/26 (Re-Advertisement)

**REQUIREMENTS** : A three (3) year' Tertiary Qualification (NQF Level 6/7) in Facilities Management/ Occupational Health and Safety qualification or related qualification with 2-3 years' experience in the Facilities Management. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Facilities Management functions in the Public Sector. Knowledge and understanding of Departmental Facilities Management systems, procedures and processes Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.

**DUTIES** : Upgrading of Infrastructure Identify infrastructure upgrading requirements. Prepare specifications for upgrading projects. Participate in Departmental tender processes. Monitor contractors on infrastructure upgrading projects. Maintenance of infrastructure. Identify infrastructure maintenance requirements. Prepare specifications for maintenance projects. Coordination of Occupational Health and Safety programme. Design occupational health and safety plan. Communicate occupational health and safety plan. Management of staff, performance, development, and training needs.

**ENQUIRIES** : MCJ Fouche Tel No: (010) 344 1280- JW Luckhoff CYCC  
Ms Ziyanda Noncolela Tel No: (011) 082 0429 -Ekurhuleni Region

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, **JW Luckhoff Child and Youth Care Centre**, R23 Balfour/Standerton Road, Heidelberg, 1441. For Attention: Ms MCJ Fouche Tel No: (010) 344 1280.

**Ekurhuleni Region**, 40 Catlin Street, Germiston, 1400. For Attention: Ms ZO Noncolela Tel No: (011) 820 0429.

**NOTE** : Applicants that applied previously for this post are encouraged to apply again. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/115** : **SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: SD/2021/11/23**

**SALARY** : R257 508 per annum, (plus benefits)

**CENTRE** : Sedibeng Region

**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' supervisory experience in Fleet Management environment. A Valid driver's license. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.

**DUTIES** : Management of Staff, Staff Development and Training. Staff Leave Plan, Staff Grievances and Disciplinary matters. Management of GG Vehicles and assist with subsidized Vehicles in the Region. Monitor GG Vehicles inspections in the Region. Monitor booking of vehicles for repairs and servicing. Ensure compliance and monitoring of use of GG Vehicles. Implementation of policies, compiling of reports and monitoring of vehicle utilisation. Monitor the use of petrol cards and investigate the use thereof. Update risks registers and conduct tracker analysis. Conduct information sessions on awareness of Fleet Management guidelines for officials within the Region.

**ENQUIRIES** : Ms L Harmse Tel No: (016) 930 2055 – Sedibeng Region

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, or Private bag x 209, Vanderbijlpark, 1911.

**FOR ATTENTION** : Ms L Harmse Tel No: (016) 930 2055

**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/116** : **SUPPLY CHAIN OFFICER (PROCUREMENT) REF NO: SD/2021/11/27**

**SALARY** : R257 508 per annum, (plus benefits)

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Logistics/Purchasing or equivalent 1-2 years' experience, A valid driver's license. Change Management, Impact and Influence, Team Leadership, Problem Solving and Analysis, People Management and Empowerment, Customer Focus and Responsiveness, Communication and Information Management, Honesty and Integrity, Knowledge and understanding of legislative framework governing the Public Service, Knowledge and understanding of PFMA, Knowledge of the Department's Constitutional mandate, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skill, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Budget and financial management skills, Coordination Skills, Facilitation Skills.



**DUTIES** : Supervise the sourcing of quotations, Supervision of creation of purchasing Orders, Supervise the expediting of outstanding orders, Facilitation of the Request for Quotation process ,Preparation of work in progress report on shopping carts and Purchasing orders, Compilation of the procurement expenditure report. Monitor finalization of procurement queries, Supervision of staff.

**ENQUIRIES APPLICATIONS** : Ms V Cimani Tel No: (011) 355 7707

**FOR ATTENTION NOTE** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.  
: Ms V Cimani Tel No: (011) 355 7707  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE** : 26 November 2021

**POST 40/117** : **ADMINISTRATION OFFICER: FINANCE REF NO: SD/2021/11/28**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum, (plus benefits)  
: Itireleng Residential Care for the Disable  
: Three (3) year qualification (NQF Level 6 or 7) in Cost Accounting/Financial Management or Auditing with a minimum of 1-2 years' experience in the Financial management environment. A valid drivers' license. Skills and Competencies: Knowledge and understating of legislative and policy framework, procedures and processes regulating Financial Management in the Public Service. Knowledge and understanding of Departmental Financial Management processes, procedures and system applicable to the Regions and Institutions. Analytical individual. Accuracy with figures. Innovative. Creative. Financial reporting skills. Problem identification skills. Analytical skills. Supervisory skills. People management skills. Planning and organising skills. Reporting writing skills. Communication skills. Computer skills.

**DUTIES** : To render financial management and reporting functions in the Institution. Supervision of Financial Management functions. Collate budget inputs. Populate budget inputs on a prescribed budget format. Monitor spending trends. Prepare budget analysis reports. Manage Petty Cash function. Management of place of safety registration and payments. Supervision of Financial Reporting functions. Track and monitor expenditure trends. Report on spending anomalies. Analyse and quality assure expenditure reports. Implement corrective measures on expenditure. Capture budget adjustment figures. Management of staff. Manage staff performance and development. Manage staff training needs. Manage staff leave plan. Manage staff grievance and disciplinary matters.

**ENQUIRIES APPLICATIONS** : Mr Matome Mokwena Tel No: (012) 703 9014/5

**FOR ATTENTION NOTE** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development., Itireleng RCFD, 3152 Sekwati Street, Zone 2 Ga-Rankuwa, 0208.  
: Mr. Matome Mokwena Tel No: (012) 703 9014  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedure

**CLOSING DATE** : 26 November 2021

**POST 40/118** : **ADMINISTRATIVE OFFICER- HUMAN RESOURCE MANAGEMENT REF NO: SD/2021/11/29**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum, (plus benefits)  
: Sedibeng Region  
: A 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management with 1-2 years administrative experience in Human Resource environment. A valid driver's license. Knowledge and understanding of Legislation, Policies, processes and procedures governing Human Resource Practice in the Public Service. Knowledge of Human Resource Management application processes. Knowledge and understanding of Human Resource needs, model and challenges in the Regional Office.

**DUTIES** : Administer and Co-ordinate Human Resource Administration Functions. Administer Recruitment functions. Administer Performance Management and

|                             |   |   |
|-----------------------------|---|---|
|                             | : | Development System Functions. Co-ordinate of HR Document Management Functions. Supervision of Staff.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms Lorna Harmse Tel No: (016) 930 2055 – Sedibeng Region  |
| <b><u>APPLICATIONS</u></b>  | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, 1983, Private Bag X 029, Vanderbijlpark, 1911.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms L Harmse Tel No: (016) 930 2055  |
| <b><u>NOTE</u></b>          | : | The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.   |
| <b><u>CLOSING DATE</u></b>  | : | 26 November 2021  |
| <b><u>POST 40/119</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2021/11/30</u></b>   |
| <b><u>SALARY</u></b>        | : | R257 508 per annum, (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Head Office (Johannesburg)  |
| <b><u>REQUIREMENTS</u></b>  | : | A 3 Year Tertiary Qualification (NQF Level 6/7) in Criminal Justice/Forensic Sciences/Investigations/Applied Business Ethics. 2-3 years' relevant experience in investigations and Loss control/integrity management. A valid driver's license. Demonstrate 2-3 years' experience in detailed technical knowledge and ability to interpret and application of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts, PAIA, Labour Relations Act, BCEA, NPO Act, Public Administration Management Bill, Policies implemented and all other legal prescripts that govern the financial, non-financial operations, control environment and governance and compliance frameworks of the public service and the ability to apply such technical knowledge during the undertaking of investigations. Demonstrate 2-3 years' experience and technical knowledge of a wide range of work areas and policies regulating such areas of work in addition to legal framework which include but are not exhaustive: Finance, SCM, HR, Asset and Inventory Management, Fleet Management, Labour Relations Practices requirement, NPO Financing, Monitoring and Evaluation processes, ability to plan, organise and undertake forensic investigations, integrity management and loss control processes independently from supervisor for self. Compilation of complete, accurate and well substantiated investigation and fraud detection review reports which also include the design of action plans and mitigations controls to address finding raised and prevent recurrence of such instances. Demonstrate the ability to provide quality assurance reports, notes and memo's timeously to supervisor on regular basis or as warranted. ability to conduct research into a wide range of subject matters where limited guidance or establishment frameworks exist in order to take decisions upon which conclusion may be drawn upon which advice relevant levels of management. Demonstrate an ability to undertake a root cause analysis during assessments and other tasks which allow for problem solving, knowledge and understanding of how the computer systems utilised within the departments transversally: BAS/PERSAL/SAP, operate as well as all security parameters which regulates usage. Demonstrate the ability and independently undertake allocated tasks and provide adequate and timeous feedback to supervisor. SKILLS AND competencies: honesty and integrity, attention to details confidentiality, objectivity and independence, security clearance. Technical, analytical, mathematical, interrogation, investigative, negotiation, statistical, time management, policy development and analysis, problem solving, conflict resolution, communication, report writing, planning and organising, supervising, deadline driven and task orientated, interpersonal and computer literacy. |
| <b><u>DUTIES</u></b>        | : | Undertake investigation (internally and through the National Anti – Corruption Hotline etc.). Implement Gauteng anti – corruption strategy. Undertake loss control processes. Implement and promote integrity management function. Assist and support the performance of the analysis of all financial disclosures/ORWOPS applications of relevant officials made within the department, provide areas of possible conflicts of interest, risk etc. through interpretation of all regulating information. Make inputs to the Directorate budgeting process, strategic planning processes.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr Z Jaca Tel No: (011) 335 7678  |

**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street Thusanong Building.

**FOR ATTENTION NOTE** : Ms Z Jaca Tel No: (011) 355 7678

**CLOSING DATE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.  
26 November 2021