

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **HEAD OFFICE [HO]:** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert.  
**GAUTENG EAST [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, SPRINGS: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717.  
**DISTRICT TSWANE NORTH [TN]:** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Rejoice Manamela Tel No: 012 543 4313.  
**DISTRICT TSHWANE WEST [TW]:** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451.
- CLOSING DATE** : 03 December 2021
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

**OTHER POSTS**

- POST 41/105** : **DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION REF NO: TW2021/11/10**  
 Sub Directorate: Finance and Administration
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
 Tshwane West District  
 : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Finance/ Supply Chain Management/Accounting/Financial Administration plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) in the financial management and/or supply chain environment. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge of public sector procurement and Supply Chain Management. Computer literacy in Excel, Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL and SAP. Excellent written & verbal communication skills. Valid driver's license.
- DUTIES** : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting through Matlotlo council.

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

**ENQUIRIES** : Ms Priscilla Ravele Tel No: (012) 725 1451 (TW)

**POST 41/106** : **DEPUTY DIRECTOR: SYSTEM ADMINISTRATION REF NO: HO2021/11/11**  
 Directorate: System Administration and Certification  
 Re-Advertisement, candidates who applied previously are encouraged to re-apply.

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Information Technology/ Information Technology Systems plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) within Examination or assessment environment. Knowledge of Public Service Act and Regulations, Employment of Educator's Act, Examination Regulations and Policies, SASA, SA-SAMS as amended, Labour Relations Act and relevant legislation pertaining to Exams and Assessments Systems (IECS). Good Communication (Verbal and Written) skills, Computer literacy, Analytical, Conflict Management, Planning and Organising skills. Good Interpersonal relations, Problem Solving, Facilitation and Presentation skills. A valid drivers' license is essential.

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

**ENQUIRIES** : Mr Joe Mokhosi Tel No: (010) 601 8086

<b><u>POST 41/107</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY, MONITORING AND EVALUATION REF NO: HO2021/11/12</u></b> Directorate: Early Childhood Development
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Management/Public Administration/ Statistics/ Social Science or Humanities. One-year certificate in monitoring and evaluation or one-year strategic planning certificate will be an added advantage. A minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) within monitoring and evaluation or strategic planning environment. Knowledge and understanding of the Monitoring & evaluation methodology, Legislative framework and policies that govern ECD. Knowledge of verification and mapping of ECD sites. Knowledge of PFMA. Skills: Excellent communication (verbal & written) and interpersonal skills. Computer literacy, project management, problem solving, report writing and presentation, and management skills. Demonstrative ability to use monitoring and evaluation information/knowledge management systems for planning, monitoring and reporting. Ability to work under pressure. A valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Identify Early Childhood Development (ECD) services, programmes and projects to be monitored and evaluated. Develop monitoring and reporting templates and tools. Ensure the implementation of School Readiness Verification across ECD. Ensure new policy mandate for ECD are incorporated in ECD Strategic plans for execution. Ensure the planning for development of ECD Data Management policy and procedures. Ensure the establishment and management of information systems. Participate in all ECD forums. Establish partnership with ECD stakeholders. Coordinate all monitoring and evaluation reports for the ECD. Manage Resources (Human, Capital and Physical).
<b><u>ENQUIRIES</u></b>	:	Ms Tsakane Baloyi Tel No: 011 355 0482
<b><u>POST 41/108</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL STATEMENTS, SALARIES AND BOOKKEEPING REF NO: HO2021/11/13</u></b> Directorate: Financial Statements, Salaries and Bookkeeping
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director Level) within finance environment. Knowledge and understanding of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations), Financial Circulars, Government budget and expenditure process and Reporting Procedures. Skills required: Computer literacy, Communication Skills, Project Management, Interpersonal relations, Problem Solving, Presentation skills, Analytical skills, Financial Management skills, Planning and Organizing, People management, Report writing and minutes taking and Facilitation skills. A valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Obtain the latest financial statements template from Treasury or Office of the Accountant General and populate prior year figures. Obtain budget tables from Management Accounting directorate and prepare/review a breakdown of anticipated revenue and expenditure on the Appropriation Statement. Request BAS/Vulindlela expenditure report for the preparation of the Appropriation Statement. Ensure that monthly, quarterly, and annual financial statements are prepared in accordance with GRAP, PFMA, Treasury Regulations and all other legislative frameworks. Identify misallocations and advise responsible units during the month. Ensure compliance and implementation of the new financial requirements as published by the Office of the Accountant General. Review monthly, quarterly, and annual financial statements thereby ensuring that financial statements casts and cross casts. Assist Auditor General of South Africa (AGSA)

and Gauteng Audit Services (GAS) in executing the audit process. Manage and coordinate the audit process, attend to all audit findings, and adjust where necessary. Provide AGSA and GAS with all the required information. Ensure the compilation of management reports in terms of the PFMA, Treasury guidelines and circulars. Oversee the consolidation of inputs from the various Programmes and ensure that Sec 40 reports are submitted to Treasury monthly. Ensure that correct and accurate Cash Allocation is computed and submitted to Treasury. Review all expenditure and Cash Allocation reports before and after system closure (BAS and SAP). Oversee the effective and efficient management of allocated financial, physical, and human resources.

**ENQUIRIES** : Ms Winny Radzilani Tel No: 011 843 6540

**POST 41/109** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HO2021/11/27**  
Directorate: HR Transaction Services (HO) and Transversal Support

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg

**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Human Resource/ Archives and Records Management plus a minimum of 3 years relevant working experience in the archiving of Personnel Records at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within Human Resource environment. Persal Certificate and Records Management Certificate is required. Knowledge of National Archives Act, Promotion of Access to information. Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Knowledge of PERSAL and SAP. Skills Description: Good verbal and writing communication Skills, Customer Services, Computer Literacy, Conflict and Problem Solving and ability to work independently. A valid South African driver's license is essential.

**DUTIES** : Manage the efficiency of personnel records management system and processes. Manage the development and implementation of records retention and disposal schedules in line with the National Archives Act, Promotion of Access to information. Manage the proper classification of new records and storage thereof. Manage the implementation of Departmental Personnel Records and File Plan. Manage the development of filing system and maintaining administrative, legal and financial requirements. Manage the safety and confidentiality of personnel records. Manage the maintenance of the records office and confidentiality of personnel files. Participate in the development of Records Management Policies, Procedures and Practices. Participate in the development of the departmental Records management and archiving policy, procedures and guidelines such as National Archives Act, Promotion of Access to information. PSBC Regulations, Departmental Records Policy. Supervision of staff and management of resources.

**ENQUIRIES** : Ms T Botha Tel No: 011 843 6577

**POST 41/110** : **ASSISTANT DIRECTOR: IN-SCHOOL PROGRAMMES REF NO: HO2021/11/14**  
**(X2 POSTS)**  
(3 Years Fixed Contract)  
Chief Directorate: Human Capital Development

**SALARY** : R382 245 per annum, Plus 37% in lieu of service benefits  
**CENTRE** : Head Office, GCRA

**REQUIREMENTS** : An appropriate minimum 3-year National Diploma/Degree (NQF Level 6/7) qualification in Project Management/ Human/Social Sciences / Public Administration / Management. At least a minimum of 3 years' experience in coordination, administration at a supervisory level and or at a post equivalent to salary level 8/7). Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Writing skills, Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focused. Ability to work in team and independently. Negotiation Skills. Personal

organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

**DUTIES** : Provide support in the project management and administration of the Bursary process from commencement to conclusion. To work in schools and other education and training settings for young people. Provide support in the Initiation, planning and design of all assigned projects. Disseminate information to all relevant stakeholders regarding the projects. Register all projects on the project database. Implement project plans for all allocated projects. Compile draft projects' status weekly / monthly reports. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide effective support on the advocacy of the projects to the target groups and all relevant stakeholders. Ensure that students sign project contracts and adhere to the terms and conditions of the project contract. Participate in the identification, initialisation, designing and ensure implementation of skills programmes for high school learners that give them the flexibility to navigate between immediately entering the workplace, going to a vocational school, or heading off for a degree at university. Update and maintain project database. File projects documents. Provide project coordination support in the Unit. Supervise staff.

**ENQUIRIES** : Ms Bellina Molaba Tel No: 011 355 1170

**POST 41/111** : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HO2021/11/15**  
Directorate: Programme Management

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, GCRA

**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Communications/ Public Relations/ Social Planning/Community Development plus a minimum of 3 years' experience in stakeholder coordination at a supervisory level and or at a post equivalent to salary level 8/7). Excellent knowledge of Government, Parliamentary process and requirements. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Experience of undertaking stakeholder management role in organisations. Demonstrate success in resolving conflicting stakeholder requirements in a complex stakeholder environment. Experience in developing and successfully implementing stakeholder engagement plans. Appreciation and understanding of the training and skills development related environment and track record of successful management of engagements of different cohorts in this environment. Good planning and organisational skills, enabling stakeholder knowledge to be effectively disseminated and shared within the Academy's team, and acted on in future interactions. Effective liaison and negotiation skills in potentially complex and highly emotive situations. Excellent stakeholder management and interpersonal skills. Writing, communication and presentation skills. Ability to work in teams and independently.

**DUTIES** : Manage and lead stakeholder engagement, develop approaches to engagement, collaboration, and innovation that create improved value for the Academy and its clients, including the provision of high quality and responsive information for clients. Lead the development, implementation and evaluation of strategic, tactical and operational stakeholder engagement plans, programs, projects and initiatives to align with the Academy's vision, goals and direction. Plan and lead the implementation of integrated stakeholder engagement programs and initiatives to improve and enhance the perceptions and experiences of clients and beneficiaries. Mapping stakeholders and developing appropriate communications for each key stakeholder group. Lead specific stakeholder outreach initiatives, dialogues and other forms of engagement to understand key concerns and issues and inform review and enhancement of services and service delivery. Develop and maintain strong internal and external relationships to exchange information with client groups, community, other levels of government and other stakeholders to inform

strategic and operational decisions related to programs and services. Provide briefings and support to technical teams for meetings with stakeholders. Maintain overview of 'database' used to track both engagement requests and engagement 'fulfilled' to ensure documentation. Ensure communication and alignment between different project teams and ensure that issues are captured and escalated as required.

**ENQUIRIES** : Ms Bellina Molaba Tel No: 011 355 1170

**POST 41/112** : **ASSISTANT DIRECTOR: TALENT MANAGEMENT AND INNOVATION REF NO: HO2021/11/17**  
Chief Directorate: Human Capital Development

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, GCRA  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Project Management/ Human/Social Sciences / Public Administration / Management. At least a minimum of 3 years' experience in coordination, administration, project management at a supervisory level and or at a post equivalent to salary level 8/7). Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Good understanding of technological tools and management and analysis of data. Competencies: Project management skills. Writing skills, Content curation for skills development, Promoting and encouraging the development and use of new technologies, Organizing and supporting training programmes to assist in providing the training needed to accelerate the adoption of new technologies driven by 4IR. Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focused. Ability to work in team and independently. Negotiation Skills. Personal organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

**DUTIES** : Lead the identification, initialisation, designing and ensure implementation of skills programmes for youth that give them the flexibility to navigate their transitions between school and world of work. Provide support in the project management and administration of the programmes. Promote digital transformation and innovation ecosystems for the youth. Provide support and lead in the initiation, planning and design of all assigned projects. Create and manage databases for various opportunities available to the youth and facilitate access to these. Work with the technology community to develop solutions in data collection systems, mobile applications, social media and knowledge management platforms, monitoring, and improved data sharing. Provide recommendations for technology improvements, e.g., existing training platforms, e-learning modules, smart applications, tracking and database management, or monitoring, response, and data analysis. Disseminate information to all relevant stakeholders regarding the projects. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide effective support on the advocacy of the projects to the target groups and all relevant stakeholders. Update and maintain project database. File projects documents. Provide project coordination support in the Unit. Supervise staff.

**ENQUIRIES** : Ms Bellina Molaba Tel No: 011 355 1170

**POST 41/113** : **ASSISTANT DIRECTOR: E-LEARNING SPECIALIST REF NO: HO2021/11/18**  
Chief Directorate: Public Sector Development

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, GCRA  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Education Technology/Computer Integrated Technology and/or related to virtual and platform driven education plus a minimum of 3 years design & development

experience on related to virtual and platform driven education/e-Learning content and projects at a supervisory level and or at a post equivalent to salary level 8/7). Sound knowledge of all national and provincial strategies in relation to skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Good understanding of technological tools and management and analysis of data. Strong content development background and experience in the administration of Learner Management Systems (Moodle LMS). Certificates of competence in various related software packages will be an advantage. Competencies: Online Digital Content development for web and Mobile, Intermediate ICT skills and an understanding of modern Internet Technologies. Project management skills. Writing skills, Content curation for skills development, Promoting and encouraging the development and use of new technologies, Organizing and supporting training programmes to assist in providing the training needed to accelerate the adoption of new technologies driven by 4IR. Research and Policy analysis. Contract, Programme and Project Management. Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focused. Ability to work in team and independently. Negotiation Skills. Personal organization. Risk management. Good Communication skills. Ability to Delegate Tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

**DUTIES**

: Assist in the creation, sourcing, and curation as well as ongoing support of learning content and other online resources. Assisting with aligning the e-learning content provided on all platforms with the strategic intent of Gauteng provincial government. Conduct research on courses and information in required knowledge areas to ensure this alignment, including but not limited to Fourth Industrial Revolution (4IR). Support the selection, implementation and usage of online courses, instructional web projects and distance learning technologies. Give Presentations to various departments about e-Learning and other e-Learning offerings when required. Manage/Administer the existing Moodle Learner Management System and provide support for the administration of any future platforms selected to deliver e-learning. Serve as in-house single point of contact responsible for responding to questions from users and other stakeholders. Designing, structuring all compiling all system reports required for compliance and governance. Promote digital transformation and innovation ecosystems for the youth. Provide support and lead in the initiation, planning and design of all assigned projects. Work with the technology community and establish partnerships to develop solutions in data collection systems, mobile applications, social media and knowledge management platforms, monitoring, and improved data sharing. Provide recommendations for technology improvements, e.g., existing training platforms, e-learning modules, smart applications, tracking and database management, or monitoring, response, and data analysis. Disseminate information to all relevant stakeholders regarding the projects. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide project coordination support in the Unit. Supervise staff.

**ENQUIRIES**

: Ms Bellina Molaba Tel No: 011 355 1170

**POST 41/114**

: **ASSISTANT DIRECTOR: ITSM REF NO: HO2021/11/19**  
Directorate: School Support

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

: R382 245 per annum  
: Head Office, Johannesburg  
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Information Technology / Finance/Project Management plus a minimum of 3 years' relevant experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of the Treasury Regulations, Configuration Management, departmental systems (BAS, etc.) and IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, current technology developments and future trends. Skills Description: Good verbal and written communication, Project Management,

<b><u>DUTIES</u></b>	:	Planning, analysis, conceptualizing, problem solving, Change management and Financial management A valid driver's license.
	:	Participate in the initiating and planning process for ICT projects in schools. Assist in the identification and analysis of school ICT needs and requirements. Obtain ICT project budgets and ensure that they are updated with actuals and stored and reported where needed. Provide support in all ICT project and business as usual activities in schools. Implement ICT Strategy and service delivery standards for to schools. Track requirements during the schools' ICT project execution and incorporate changes into the requirements. Support the execution of all ICT project activities in schools. Manage the Directorate's ICT budget. Identify unresolved risks and issues and escalate them to the Project Manager. Monitor project progress against the defined schedule and cost using project metrics used in the Department. Distribute and transfer all school's allocated ICT Assets to schools. Develop School Asset Management plan. Collate a report on ICT Asset damages, thefts and security breaches. Ensure that Principals account for all School allocated ICT Assets. Ensure that all issued laptops and tablets are always accounted for and well taken care of. Participate in the preparation of documents for school's ICT project closure. Ensure accurate record keeping, document and content management of all project documents. Support schools during the implementation of their changes for the duration of a pilot or warranty period. Provide end to end technical support to the schools for business-as-usual ICT activities. Participate in the facilitation of ICT training initiatives for schools. Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Ms Mechelle Brink Tel No: 011 355 1223
<b><u>POST 41/115</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: TN2021/11/20</u></b> Sub Directorate: Finance and Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum
	:	Tshwane North District
	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Management / Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
<b><u>DUTIES</u></b>	:	Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings.
<b><u>ENQUIRIES</u></b>	:	Ms Rejoice Manamela Tel No: 012 543 4313 (TN)



**POST 41/116** : **ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: GE2021/11/21**

Sub Directorate: Curriculum Management and Delivery

**SALARY** : R382 245 per annum

**CENTRE** : Gauteng East District

**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Management plus a minimum of 3 years' examination administration experience within Examination or Assessment environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.

**DUTIES** : Manage and oversee centre and learner registrations in the District. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the District's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. Facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.

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

**POST 41/117** : **SENIOR STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: HO2021/11/22**

Directorate: Financial Administration

**SALARY** : R321 543 per annum

**CENTRE** : Head Office, Johannesburg

**REQUIREMENTS** : An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in a finance environment. Knowledge of PFMA and Treasury Regulations, Procurement procedures and other Financial related policies, Financial administration and Public Service Regulation, Basic Accounting System, PERSAL System and SAP. Good verbal and written communication, Computer literacy (MS Excel, Access, Word and

**DUTIES**

: PowerPoint), Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing and Report Writing and A valid driver's license is essential.  
: Execute all supplier payment is made within 30 days. Verify the accuracy of invoices. Submit payment run to Provincial Treasury. Preparing and submission of payment run to Treasury. Clear payment exceptions within two days after each payment run and also liaise with Treasury regarding rejections. Review weekly runs against successful payment runs of the financial year on weekly basis. Identify overpayments and duplicates payments. Follow-up and resolve payment issues and queries from internal and external customers. Compile accruals submitted monthly, quarterly and yearly. Request Payment proposal after a last payment run of the month. Request Web cycle and cockpit of the 1st day of the new month. Ensure that all other directorates and districts accrual schedules as at the end of the reporting month are submitted to Accounts Payable by the stipulated date of the new month. Execute consequence management on non-submission, late submission, incomplete and incorrect information is implemented in the department. Co-ordinate and complete Accounts Payable processes. Exercise judgment in evaluating completeness and accuracy of invoices submitted for payments. Participate in the preparation of effecting Payment, Process Director, Exceptions and Payment Run reports on weekly basis. Compile Weekly Statistics. Source documentation for Internal and External Audit purposes retrieved and submitted within 5 days. Provide effective, efficient supervision of staff and Management of resources.

**ENQUIRIES**

: Ms. Palesa Banda Tel No: (011) 355 0384

**POST 41/118**

: **SENIOR STATE ACCOUNTANT: PAYMENT PROCESSING REF NO: HO2021/11/23**  
Directorate: Financial Administration

**SALARY CENTRE REQUIREMENTS**

: R321 543 per annum  
: Head Office, Johannesburg  
: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus a minimum of 2 years' experience working in a finance environment. Knowledge of PFMA and Treasury Regulations, Procurement procedures and other Financial related policies, Financial administration and Public Service Regulation, Basic Accounting System, PERSAL System and SAP. Good verbal and written communication, Computer literacy (MS Excel, Access, Word and PowerPoint), Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing and Report Writing and A valid driver's license is essential.

**DUTIES**

: Ensure that all suppliers are registered on EIS for submission of invoices. Resolve all escalated queries relating to payments for suppliers that are not registered. Check completeness of query list compiled daily and make sure all they are all resolved. Assist suppliers with registration on EIS. Train suppliers on EIS Webboard uploads of invoices. Ensure payments are correctly paid to suppliers with 30 days. Attend to all payment rejections that may have paid to wrong supplier accounts end to end. Identify overpayments and duplicates payments. Follow-up and resolve payment issues and queries from internal and external customers. Compile payment query reports monthly, quarterly and yearly. Prepare Supplier Debt report on monthly basis. Investigate and confirm debt then start the debt take on process. Request Open GRV and Partially Paid Report as at the end of the reporting month from GRV Team. Update status and submit weekly the Open GRV report. Co-ordinate and complete Accounts Payable processes. Exercise judgment in evaluating completeness and accuracy of invoices submitted for payments. Identify and address all internal control weaknesses. Source documentation for Internal and External Audit purposes retrieved and submitted within 5 days. Investigate and respond to audit queries to ensure financial integrity of report. Execute audit recommendations. Provide effective, efficient supervision of staff and Management of resources.

**ENQUIRIES**

: Ms. Selina Phala Tel No: (011) 355 1163

**POST 41/119** : **PERSONAL ASSISTANT REF NO: HO2021/11/25**  
 Directorate: Strategic Policy Management

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

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

**ENQUIRIES** : Ms Lerato Machaka Tel No: (011) 843 6532

**POST 41/120** : **PERSONAL ASSISTANT: OFFICE OF THE DDG REF NO: HO2021/11/26**  
 Branch: Curriculum Management & Delivery

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

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

**ENQUIRIES** : Ms Lerato Machaka Tel No: (011) 843 6532

**DEPARTMENT OF HEALTH**

*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.*

**OTHER POSTS**

**POST 41/121** : **MEDICAL SPECIALIST GRADE 1 (X2 POSTS) AND GRADE 2 (X1 POST) REF NO: HRM 27/21**  
 Directorate: Clinical

**SALARY** : Grade 1: R1 122 630 per annum, (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Grade 2: R1 283 592 per annum, (plus benefits) Sterkfontein Hospital
<b><u>DUTIES</u></b>	:	FCPsych (SA) and/ or MMed (psychiatry) and registration with the HPCSA as Medical Specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry. Clinical service Delivery: Assess, treat monitor mental health care user in line with the Mental Health Care Act No 17 of 2002. Prepare psychiatric and medico-legal reports as required. Lead a multidisciplinary team to ensure a holistic approach to patient care. The incumbent will be required to participate in forensic psychiatric work as well as to manage general psychiatric patients. This includes assessments for observandi. Teaching and training: Supervision, teaching and assessment of postgraduate and undergraduate students. This includes Registrars, Medical officer, Medical student, Psychology interns, Occupational therapy and others. Participate in the academic programmes at Sterkfontein Hospital as well as those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical related administration task. Membership of and participation in relevant committees. Research actively participate and promote the research programme. Supervision and Marking of MMeds (if appropriately qualified).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Professor U Subramaney Tel No: 011 951-8341 Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	:	must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za), fully completed CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<b><u>CLOSING DATE</u></b>	:	03 December 2021 @ 12H00
<b><u>POST 41/122</u></b>	:	<b><u>DENTAL SPECIALIST GRADE 1/2/3 (OMP) REF NO: DS01-11 (X1 POST)</u></b> Directorate: Oral Medicine and Periodontology
<b><u>SALARY</u></b>	:	R1 122 630 – R1 489 665 per annum, (inclusive package), excl commuted overtime
<b><u>CENTRE REQUIREMENTS</u></b>	:	Wits Oral Health Centre Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Oral Medicine and Periodontology (OMP). Registration with HPCSA as a Dental Specialist within the relevant discipline Oral Medicine and Periodontology. Appropriate Clinical experience as Specialist in Oral Medicine and Periodontology after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
<b><u>DUTIES</u></b>	:	Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr TD Mafojane Tel No: (011) 488 4865 New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte

Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown OR via email [Pulankana.Monama@gauteng.gov.za](mailto:Pulankana.Monama@gauteng.gov.za). No faxed applications will be accepted.

**NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR 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. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.

**CLOSING DATE** : 03 December 2021

**POST 41/123** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/012540 (X1 POST)**  
Directorate: Labour Relations

**SALARY** : R744 255 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : A three (3) year Degree/National Diploma in Labour Relations Management/Human Resource Management or relevant qualification at NQF Level 6 plus 10 years' experience in Labour Relations of which 5 years must be at a managerial level (Assistant Director). A valid Driver's License. Computer Literacy (Ms Office, Excel and PowerPoint) Experience in Health Sector environment as well as a Certificate in Labour Dispute Resolution Practice or related will be an added advantage. Knowledge of the Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public Service Regulations (SDA, LRA, EEA, BCEA, PSA, OHSA, PSA, etc.). Knowledge of the Personnel & Salary (PERSAL) system. Good communications skills (both verbal and written, especially report writing). The incumbent must have good interpersonal skills and ability to work under pressure. The post holder should be able to gather, analyse information, interpret reports, and be able to lead and supervise a diverse team with miscellaneous experiences.

**DUTIES** : Facilitate monitoring and implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on strategic frameworks /plans in the area of functional responsibility. Monitor and ensure effective and efficient coordination of activities. Facilitate the development of operational standards and ensure the attainability on the same. Compile weekly, monthly, quarterly and annual reports. An all-rounder in the management of Labour Relations activities (e.g., handling of grievances, misconducts, disputes, collective bargaining, control activities and strike management) pertaining to the component. Manage and facilitate the provision of labour relations reports on grievances, disputes, appeals, training and misconduct cases received from the Line Management. Update, extract, manipulate and analyse data on Labour Relations matters in the facility and draw up trends for management. Create, maintain and define clients' needs and request in the Hospital. Facilitate the capturing of Labour Relations cases on the PERSAL system. Supervision and empowerment of staff in the Unit including the facilitation of training of Line Managers and Supervisors on employee relations. The applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System in terms of contracting, reviewing and final assessment.

**ENQUIRIES** : Mr. A. Mbalati Tel No: (011) 933 9563  
**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 emailed applications to [gautengonline.gov.za](mailto:gautengonline.gov.za) .No faxed will be considered.

**NOTE**

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. According to Department of Public Service and Administration (DPSA) 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 where 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 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, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 03 December 2021

**POST 41/124**

: **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: HRM 29/21 (X1 POST)**  
Directorate: Psychology

**SALARY CENTRE REQUIREMENTS**

: R724 062 - R796 041 per annum, (plus benefits)  
: Sterkfontein Hospital  
: MA Clinical Psychology, registration as a clinical psychologist with the HPCSA (Independent practice).

**DUTIES**

: Provide individual group and family psychotherapy. Functions as a member of the multi –disciplinary team. Coordinate and manage psychological service provision. Supervision of intern’s psychologist and community service psychologist. Research and lecturing responsibilities.

**ENQUIRIES APPLICATIONS**

: Dr. D.J.C Hoffman Tel No: 011 951-8342  
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

: Application must be submitted on fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)), fully completed CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications

verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 03 December 2021 @ 12H00
- POST 41/125** : **ASSISTANT MANAGER NURSING: PATIENT CARE, DAY, NIGHT REF NO: HRM/2021/58**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum, (plus benefits)  
: Mamelodi Regional Hospital  
: National Senior Certificate. Basic qualifications accredited with the SANC in terms of Government notice R425. (i.e Diploma/ Degree in nursing). A minimum of 8 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Nursing management Qualification with SANC. At least 3 years of period referred to above must be appropriate / recognizable experience at management level at hospital. Strong leadership, sound interpersonal and good communications skills. Regulations and legislative framework. Computer literacy. Valid driver's license. Verified proof of experience. Service certificate compulsory South African Nursing Council annual practicing certificate.
- DUTIES** : Delegate, supervisor and co- ordinates the provision of effective patient care through adequate nursing care. Demonstrate in a depth understanding of nursing legislation & related legal & ethical nursing practise and how it impacts on service delivery. Ensure clinical nursing practice by the nursing team (units) & institution. Demonstrate basic understanding of Human Resource financial policies & practices. Effective leadership in managing disciplines & conflict resolutions. Display a concern of patient, promoting, advocating & facilitating proper treatment & care & ensuring that the unit adhere to ministerial priorities, the principle of Batho Pele & Patient rights Charter. Demonstrate effective Communication with patients, community, supervisors, other health professionals & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementation of nursing guidelines, practice, physical resources. Provision of effective support to nursing service. Maintain professional growth/ ethical standards and self-development. Be informed with labour act practices. Perform any other delegated duties.
- ENQUIRIES APPLICATIONS** : Ms S Mahlangu Tel No: (012) 841 8363  
: to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East.
- FOR ATTENTION NOTE** : Mr. M Letswane – HR department  
: All applications should include a New Z83, CV, copies of ID (both sides) and Qualifications. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 03 December 2021
- POST 41/126** : **CLINICAL MANAGER (MEDICAL) REF NO: HRM/2021/59 (X1 POST)**  
Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum, (plus benefits)  
: Mamelodi Regional Hospital  
: National Senior Certificate and MBCHB/MBBCH Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of six (6) years' experience as a Medical Officer after registration with HPCSA as Medical Practitioner. Hospital Management Qualification will be an added advantage. Good communication skills, leadership and writing skills.
- DUTIES** : Overall clinical leadership and management of allocated cluster of departments. Offers a comprehensive quality level hospital services to patients. Optimally

supervise departments, mentor and coach junior Medical staff. Support District Health Service. Participate and network with other hospitals and in the comprehensive clinical services regarding patients care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB: Commuted Overtime is compulsory.

**ENQUIRIES** : Dr N Soe Tel No: (012) 841 8302/8306  
**APPLICATIONS** : to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East.  
**FOR ATTENTION** : Mr. M Letswane – HR department  
**NOTE** : All applications should include a New Z83, CV, copies of ID (both sides) and Qualifications. Jobs are not for sale at Mamelodi Regional Hospital.  
**CLOSING DATE** : 03 December 2021

**POST 41/127** : **QUALITY ASSURANCE COORDINATOR GRADE 1 REF NO: QA02-11**  
 Directorate: Nursing

**SALARY** : R450 939 - R507 531 per annum, excluding benefits  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the SANC as Professional Nurse. A minimum of 5 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. A qualification in Nursing Administration/Management or in Health Care Services Management is an added advantage. The candidate must have Knowledge and have participated in peer group evaluation of a Health Institution on Ideal Hospital tool and National core standards. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Understanding the application of Batho–Pele Principles, Patients right charter and quality assurance system with emphasis on complaints management. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Problem solving, planning and organizing skills. Ability to work under pressure. A valid driver's license. Willing to work overtime when required. Computer literacy and report writing skills.

**DUTIES** : Provide overall leadership for Quality Development in the institution towards realization of the set strategic goals & objective. Overall provision of Total Quality Management services to the hospital by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients waiting times .Conduct Patient Experience of Care Surveys and share results with relevant stakeholder's .Ensure that monthly internal audits are conducted and comply with norms and standards. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts .Provide support to the institution on matters pertaining to Norms and Standards as set by Office of Health Standards Compliance .Facilitate conduction of and reporting on Clinical Records Audits. Operate and management relevant data systems. Monitor development, implementation and evaluation of Quality Improvement Plans. Perform other delegated functions.

**ENQUIRIES** : Matron T Mquqo Tel No: (011) 488 4312  
**APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed applications will be accepted.



- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of SANC. Such copies need not be certified when applying for the post. The communication from the HR 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. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- CLOSING DATE** : 03 December 2021
- POST 41/128** : **SONOGRAPHER REF NO: REWFS/012541 (X1 POST)**  
Directorate: Obstetrics and Gynaecology
- SALARY** : Grade 1: R401 640 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : National Diploma/Degree in Ultrasound Radiography/B Tech in Ultrasound Radiography. Certified copy of original registration with Health Professions Council of South African HPCSA in Ultrasound Radiography. Current registration with HPCSA for 2021/2022. Experience in performing high-risk Obstetric and anomaly scans. Experience in reporting on difficult pathologies. Knowledge, Skills and Experience: Excellent knowledge of high-risk obstetrics and gynaecology, general, small parts, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound reporting writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Scanning the patients from ANC and the wards. Preparing the patients for the Ultrasound examination. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Co-ordinates and organize daily workload / running of the department. Must have knowledge of the department functions and equipment. Ensure that equipment is adequately maintained. Attend meetings /seminars/congresses to keep up to date with new advance in technique and technology. Monitor stock in the stock room and examination rooms. Maintain adequately weekly, monthly, annual patient statistics. Promote teamwork, co-operative work relationship amongst staff members and other health Care workers. Liaise with specialist for more information or help in dept. about patients. Supervision and training of student sonographer and registrars.
- ENQUIRIES** : Prof Y.Adam Tel No: (011) 933 8156
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, 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 job application form that is fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or [www.gautengonline.gov.za](http://www.gautengonline.gov.za). According to Department of Public Service and Administration (DPSA) 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). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. 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 targets of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 03 December 2021
- POST 41/129** : **PROFESSIONAL NURSE: PNB1-2 (SPECIALTY NURSING) PAEDS GRADE 1-2 REF NO: UPOHC/PNS/11/2021**  
Directorate: Nursing
- SALARY** : R388 974 - R588 390 per annum, (plus benefits)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e., Diploma/Degree in (General, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional Nurse, plus a 1 year Post Basic Nursing qualification in (Child Nursing Specialty). Driver's license, computer literacy. Working experience in a Dental setting will be an added advantage. Recommendations: Two years in a working practice will be much preferable.
- DUTIES** : Provision optimal holistic specialized nursing care with set standards and within a professional legal framework. Holistic management of patients with cleft lip and palate. Active multidisciplinary team member. Effective utilization of human and physical resources. Provision of support to nursing services. Participate in overall specialized patient care. Maintain professional growth/ethical standards and development. Be willing to do home visits for patients. Participate in training and research. Must be willing to cope under pressure.
- ENQUIRIES** : Mrs GE Khumalo Tel No: 012 319 2644
- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.Tel No: 012 301 5713
- NOTE** : Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document with minimum of at least three (3) referees, relevant certificates and current proof of SANC certificate. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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. Applications received after closing date will not be accepted The Department serves the right not to make an appointment. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 03 December 2021

**POST 41/130** : **OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 REF NO: OHN05-11**  
Directorate: Nursing Department

**SALARY CENTRE REQUIREMENTS** : R388 974 - R450 939 per annum, (excluding benefits)  
: Wits Oral Health Centre  
: Registered with SANC as a Professional Nurse with 5 years' experience in Nursing and registered with SANC as a specialist in Occupational Health and Safety Nursing. Knowledge/ course in an integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Ability to work under pressure and in changing environment. Ability to work independently with good interpersonal skills. Knowledge and understanding of all Nursing Legislation and Health Acts.

**DUTIES** : Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health and Safety Services to employees that lead to the promotion, protection and restoration of the employees and student's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop a risk assessment to identify and prevent health care problems, immediate management of the situation and take remedial steps to ensure safety of employees and students. Ensure that the institution complies with OHS rules to ensure safe working environment by identifying worker and work place hazards. Education of all employees and students on preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant Occupational Health and Safety protocols and SOPs. Establish a referral system for the institution, program development and marketing of marketing of OHS services. The incumbent will also responsible to do operational work such as Medical Surveillance, management of injury on duty. Management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.

**ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Tel No: 011 481- 2099  
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed applications will be accepted.

**NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of SANC. Such copies need not be certified when applying for the post. The communication from the HR 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. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.

**CLOSING DATE** : 03 December 2021

**POST 41/131** : **PROFESSIONAL NURSE SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY REF NO: REFS/WKH/54/2021 (X2 POSTS)**  
(Re-Advertisement), applicants who have applied previously are more than welcome to re-apply again.  
Directorate: Nursing

**SALARY CENTRE** : R388 974 per annum, plus benefits  
: Weskoppies Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12. Basic Qualification as a Professional Nurse according to R425 that leads to registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with the duration of at least 1 year, accredited with SANC in terms of Government Notice R212 IN Occupational Health and Safety. A minimum of 4 years' experience as a Professional Nurse of which a minimum of 2 years' experience should be in OHS. Experience in Psychiatry hospital will be an added advantage. Certificate in audiometry with instruction 171 update, Spirometry and vision screening. Membership with a statutory/regulatory body to perform audiometric tests. Valid driver's license and computer literacy. Display strong leadership abilities and problem-solving skills. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Provision of comprehensive Occupational Health Services at Weskoppies Hospital to ensure employees health, reduce absenteeism and thereby improve productivity. Conduct Medical Surveillance programme in order to identify, manage and treat occupational disease. Provide a vaccination programme for staff, including Hepatitis B and Flu vaccination and supervision of DOTS. Provide family planning to staff. Implement a health programme for employees by promoting, protecting and resorting employee's health within a safe working environment. Assist with identifying work place hazards. Implement protocols and standards for Occupational Health Service to ensure compliance to statutory legislation and policies. Implement basic health care, monitor chronic illness and refer where appropriate. Treat minor injuries on duty and refer for further medical management where necessary. Investigate occupational diseases, incidents and incapacity management. Participate in PILIR committee and work hand with employee wellness in the programme of absenteeism due to ill health and injury on duty Liaise with external health instructions or medical personnel for referral purposes. Monitor clinic medicines and entering of schedule drugs in the drug register. Provision of relevant health education, participation in training and research. Compiling of statistics. Provision of support to Nursing services.
<b><u>ENQUIRIES</u></b>	:	Ms. PB Schoonwinkel Tel No: (012) 319 9877
<b><u>APPLICATIONS</u></b>	:	should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<b><u>NOTE</u></b>	:	Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/132</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1): CRITICAL CARE GENERAL (X1 POST); ORTHOPAEDIC (X3 POSTS); OPHTHALMOLOGY (X1 POST) &amp; ONCOLOGY (X1 POST) REF NO: CHBAH 521</u></b> Directorate: Nursing Services
<b><u>SALARY CENTRE</u></b>	:	R388 974 per annum, (all-inclusive package) Chris Hani Baragwanath Academic Hospital (CHBAH)

<b><u>REQUIREMENTS</u></b>	:	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. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134 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). 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.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/133</u></b>	:	<b><u>AUDIOLOGIST OR SPEECH THERAPIST GRADE 1 REF NO: REFS/012542 (X1 POST)</u></b> Directorate: Speech Therapy and Audiology
<b><u>SALARY</u></b>	:	R322 745 per annum, (plus benefits)

- CENTRE REQUIREMENTS** :
- Chris Hani Baragwanath Academic Hospital (CHBAH)
- :
- Qualification in Audiology or Speech Therapy & Audiology, registration with the HPCSA, completion of Community service. Current independent practice registration with HPCSA for 2021/2022. Competencies: Knowledge and skills in assessment and intervention of speech, language, audition, and communication of children with hearing loss. Preference given for those who have completed or are currently enrolled in postgraduate Auditory Verbal Training as well as for those with experience in working within a cochlear implant programme and with experience in tele intervention. Knowledge and experience in paediatric audio logical assessment and management. Experience with teamwork, planning, organizing, coordination, and communication skills. Ability to engage in solution based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** :
- To assess the speech, language, audition, and communication of children with hearing loss and to work with families to facilitate speech, language and auditory development using a range of approaches including auditory verbal therapy, total communication or to facilitate access to South African Sign Language. To provide services through face-to-face and telehealth, including asynchronous and synchronous sessions. To provide paediatric diagnostic assessment and further provide hearing aid fitting and verification. To complete monthly statistics and reports. To manage resources effectively. To participate in all departmental and hospital activities. To work within an MDT approach including attendance and participation in MDT meetings. To improve professional competence by regular self-evaluation and application of current research information. To attend scheduled case discussions and meetings. To comply with quality assurance standards. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).
- ENQUIRIES APPLICATIONS** :
- Dr Sadna Balton Tel No: (011) 933 9269
- :
- should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, 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 job application form that is fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or [www.gautengonline.gov.za](http://www.gautengonline.gov.za). According to Department of Public Service and Administration (DPSA) 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). It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. 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 targets of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 03 December 2021
- POST 41/134** : **MEDICAL ORTHOTIST AND PROSTHTIST REF NO: REFS/012543 (X1 POST)**  
Directorate: Medical Workshop
- SALARY** : R322 746 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Diploma or B-Tech qualification (in Medical Orthotics & Prosthetics) or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession( where applicable). No experience required after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service as required in South Africa.
- DUTIES** : Render effective patient centred Orthotics and Prosthetics service for in-and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary tem members. Participate in research projects of the department .Participation quality assurance methods and CPD activities .Communicate effectively with all stakeholders .Exercise care with all consumables and equipment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- ENQUIRIES** : Mr. D. Machaba Tel No: (011) 933 8815/8816  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Chris Hani Baragwanath Academic Hospital, 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 job application form that is fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications may also be uploaded online at <http://professionaljobcentre.gpg.gov.za> or [www.gautengonline.gov.za](http://www.gautengonline.gov.za) According to Department of Public Service and Administration (DPSA) 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). It is the responsibility of the applicant to have foreign qualifications evaluated by the

South African Qualifications Authority (SAQA) and submit such evaluation with the application. It is also incumbent upon the applicant to provide evidence of the NQF level of qualifications not obtained from mainstream institutions. 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 targets of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 03 December 2021

**POST 41/135**

: **NETWORK CONTROLLER REF NO: DGMH/NC/L7**  
Directorate: Information Communication and Technology

**SALARY**

: R261 372 - R307 890 per annum, (plus benefits)

**CENTRE**

: Dr George Mukhari Academic Hospital

**REQUIREMENTS**

: A three-year (National Diploma at NQF level 6/ Degree at NQF level 7) qualification in Computer Networks or Computer Sciences plus (03) three years' relevant experience in Information Technology on both network and server environment. National Senior Certificate plus certified certificate in Network+ and Server+ with the following certificates (MCSE, MCSA, CCNA, Cisco Network Essential, Cisco Certified Technician) plus five (05) years relevant experience in Information Technology on both network and server environment. Knowledge of Cisco platform and Windows Server 2012 or 2016 will be an added advantage. Compulsory Practical assessment will be conducted as part of recruitment process. Valid certified Drivers' License must be attached. Must be a team player and willing to undergo training and development. Must able to work under pressure. Preference will be given to females.

**DUTIES**

: To assist all users with network related incident for logged calls. Implement network policies and procedures. Maintain network equipment configurations. To accurately record, update database of network equipment. To install and configure Cisco switches and other network equipment. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures. Ensure maximum up time of network equipment and servers. Ensure 24/7 365 days' support including be on Standby and provide support after hours and weekends.

**ENQUIRIES**

: Mr. L Makhubela Tel No: (012) 529 3758

**APPLICATIONS**

: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

**NOTE**

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. ID copy, CV, copies of qualifications and driver's license (where appropriate) must be attached. (Only shortlisted candidates will be requested to submit certified documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.

**CLOSING DATE**

: 03 December 2021 @ 12H00



**POST 41/136** : **SENIOR INFORMATION OFFICER REF NO: DGM/AH/SIO/L7**  
 Directorate: Information Communication and Technology

**SALARY** : R261 372 - R307 890 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : National Diploma in Information Management or Health Information Science coupled with a minimum of 3 years' relevant appropriate experience working in Health Information Management or Grade 12 with a Certificate in Web-DHIS plus a minimum of 5 years' relevant experience working in Health Information Management. Certificate in computer packages (Ms Word, Excel, MS PowerPoint and Access) Advance Microsoft Excel Certificate will be an added advantage. Experience in Data Management and validation. Knowledge of Information management processes and procedures, including data collation, processing, analysis, presentations, reconciliation and reporting. Knowledge of Information systems used in health. Competencies: Strong interpersonal and communication skills, and knowledge of Batho-Pele Principles. Proficiency in English and other official languages. A Valid Drivers' License is Compulsory.

**DUTIES** : Ensure reliable information and timely information reporting on National Tertiary services Grant, Web-DHIS. Generate the Monthly and Quarterly reports on National Tertiary Services Grant, Web-DHIS. Compile Summary of Activities on DHIS and compile Monthly Mother and Child Data and Quarterly APP report. Improve Data Quality by performing training of staff in data collection, providing feedback standardize filling of reported data, and validate data by comparing DHIS and summary monthly. Effective SOP implementation to improve data quality and completeness. Administration, monitor and evaluate utilization by end-users of HIM tools. Collection, collation and analysis of data. Verify submitted data with data sources on daily, weekly and monthly basis. Manage Performance and development of Data Captures. Ensure that Data Captures support ward clerks on daily basis to comply with DHMIS policy requirements. Ensure that weekly sign off is signed by Operational manager capturing of quality client's data and management. Capturing data on the computer (Excel Database, Web-DHIS. Administrative functions and line management. Capacity development in information management. Willingness to work extended hours and weekends when needed.

**ENQUIRIES** : Mr M Marede Tel No: 012 529 3521  
**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. ID copy, CV, copies of qualifications and driver's license (where appropriate) must be attached. (Only shortlisted candidates will be requested to submit certified documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.

**CLOSING DATE** : 03 December 2021 @ 12H00

**POST 41/137** : **HUMAN RESOURCE OFFICER REF NO: REFS/WKH/55/2021**  
 Directorate: Human Resource

**SALARY** : R261 372 per annum, plus benefits  
**CENTRE** : Weskoppies Hospital

- REQUIREMENTS** : A national Diploma/Degree in Human Resource Management/Degree in Public Management or NQF Level 6 qualification with 5 years' experience which 3 years must be from Gauteng Health or Grade 12 with 10 years' experience in Human Resource Department and which 5 years must be from Gauteng Health experience in HR Administration. Must have introductory PERSAL certificate. Have knowledge of HR prescripts. Computer literacy is essential. Driver's license is essential. Good leadership, planning and organizing skills, problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.
- DUTIES** : Manage and render effective Human Resource services in the hospital. Supervise, provide guidance and support to the HR Clerks and Registry Clerk. Quality assure and approve all mandates that involves appointments, leave, overtime, terminations, transfer, housing allowance and any salary related transactions. Responsible for the management of PILIR in the district office. Ensure there is good filing system district. Management of PMDS, RWOPS and payroll. Attend to all Auditor General Queries. Assist with the Recruitment and Selection. Advise staff on all HR related issues.
- ENQUIRIES** : Mr. V Nakene Tel No: (012) 319 9730
- APPLICATIONS** : should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 03 December 2021
- POST 41/138** : **PROFESSIONAL NURSE GRADE 1 – GENERAL NURSING (PN-A2) REF NO: CHBAH 524 (X8 POSTS)**  
Directorate: Nursing Services
- SALARY** : R260 760 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : 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. Current registration with the South African Nursing Council. No experience required after registration with the SANC as Professional Nurse. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional

growth/ethical standards and self-development. Act as shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.

**ENQUIRIES  
APPLICATIONS**

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134  
: 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). 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**

: 03 December 2021

**POST 41/139**

: **MATERIAL RECORDING CLERK REF NO: CHBAH 525 (X3 POSTS)**  
Directorate: Supply Chain Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R176 310 per annum (Level 05), (plus benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. 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. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Labour Relations processes. Comply with the rotation roster to various SCM functions. Knowledge of SAP and SRM system will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES**

: Request quotation from vendors. Compile documents for vetting. Committee. Create RLS01 on SAP system. Create requisition on SAP. Make follow up with Health Processing Centre to create purchase order numbers on processed requisitions. Bar-coding of assets. Conducting assets verification. Filing of all documents for audit purpose. Attend to end users queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock for end-users

according to the VA2. Capturing of goods received voucher, processing web cycles and liaising with suppliers, ensure that all regulations, delegations and policies are adhered to. Be analytic and innovative in executing tasks as allocated. Compile weekly and monthly reports and submit to the supervisor. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Ms M Khakhu Tel No: (011) 933 0534  
 : 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). 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**

: 03 December 2021

**POST 41/140**

: **DENTAL ASSISTANT GRADE 1 REF NO: DA03-11 (X2 POSTS)**  
 Directorate: Poly Clinic

**SALARY  
CENTRE  
REQUIREMENTS**

: R170 955 – R195 465 per annum  
 : Wits Oral Health Centre  
 : Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant and proof of current registration. Knowledge of dental instruments, equipment, materials used for procedures, sterilization and infection control. The ability to work independently, have excellent communication and people skills.

**DUTIES**

: Prepares working area for patient treatment, select and set up instruments, equipment and material needed. Give patients post-operative instructions. Maintain safe working environment by complying with health and safety procedures. Adhere to infection control policies and protocols. Keep stock control (Inventory) up to date.

**ENQUIRIES  
APPLICATIONS**

: HR Manager- Mr. P.F Monama Tel No: 011 481- 2099  
 : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte

<b><u>NOTE</u></b>	:	Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted. Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR 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. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
<b><u>CLOSING DATE</u></b>	:	03 December 2021
<b><u>POST 41/141</u></b>	:	<b><u>SOCIAL AUXILLARY WORKER GRADE 1 REF NO: HRM 28/21 (X1 POST)</u></b> Directorate: Social Work
<b><u>SALARY</u></b>	:	R150 438 - R169 332 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Sterkfontein Hospital
<b><u>REQUIREMENTS</u></b>	:	Recognized Certification in Social Auxillary Work. Registration with the SA Council for Social Service Professions and Proof of current registration. Knowledge/Experience regarding Health Care Social Work will be an advantage. Applicant must be able to function within a Multi-disciplinary team. A Driver's license is compulsory.
<b><u>DUTIES</u></b>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from social instability in any form. Assist the social worker with the exploration of possible and available facilities for placement of patients according to the need. Accompany patients to assessment interviews and placement admissions. Liaise with external resources and stakeholders such as SASSA and Home Affairs. Facilitate identity document /disability grant applications. Provide basic counselling, support and encouragement to patients and families who do not need professional counselling. Keep abreast with information regarding social grants. Compile and keep an updated data base of different SASSA offices and placement facilities. Keep weekly contact with NGO's and contracted care centres regarding bed availability for patients. Perform all administrative support functions in support of social workers as required of the job. Keep precise records and compile accurate reports on social auxiliary activities and file them appropriately. Assist with arrangements of meetings, taking of minutes, typing thereof and distribute to relevant stakeholders. Assist the social worker with groups and or community outreach projects and/or conduct group care activities. Give information and support to target groups as agreed with the social worker. Assist with the transportation of patients. Assist social workers in participatory research tasks such as the distribution of such questionnaires. Update social work resources list regularly.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Reddy Tel No: 011 951-8298
<b><u>APPLICATIONS</u></b>	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	:	Application must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za), fully completed CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications

verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

**CLOSING DATE** : 03 December 2021 @ 12H00

**POST 41/142** : **CLEANER REF NO: SUPP04-11 (X2 POSTS)**  
Directorate: Support Services

**SALARY** : R104 073 per annum (Level 02), plus benefits  
**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Grade 12 certificate. Minimum of 2 years working experience as a cleaner in a health facility/environment. Good verbal and written communication skills, good interpersonal skills and be productive. Knowledge of OHS, Infection Control and Waste Management. Ability to read and write. Ability to work under pressure. Be able to work in a team.

**DUTIES** : The incumbent will be expected to clean all designated areas such as windows, walls basins, sinks, lockers, kitchen and bathroom. Sweep, mop and polish all floors and designated areas in the institution. Provide routine general work and compliance services. Open windows every day for hygienic and infection control purpose. Damp and dry dusting. Emptying of dustbins in all designated areas in the institution. Periodically assess and update toilets cleaning checklist in line with set hygienic standards, request and replace toilet paper/towels and hand soap. Remove and store waste in the designated areas. Report safety and hazardous treats in the environment. Provide routine maintenance services. Clean and take proper care of cleaning equipment, store and safe guard cleaning materials and equipment. Report electrical or mechanical malfunction of cleaning machines and other related equipment.

**ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: 011 481- 2099  
**APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

**NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a cover letter motivating your suitability for the post, detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document and relevant certificates. Such copies need not be certified when applying for the post. The communication from the HR 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. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.

**CLOSING DATE** : 03 December 2021

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

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

**CLOSING DATE** : 17 December 2021 No late applications will be considered.

**NOTE** : Requirement of applications: No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only

be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s). All applicant who has previously applied for the post are encouraged to re-apply.

#### **OTHER POST**

<b><u>POST 41/143</u></b>	:	<b><u>DEPUTY DIRECTOR: MARKETING AND EVENTS REF NO: REFS/012481</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all – inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus National Diploma (NQF Level 7) in Corporate Communications/public relations/marketing. A BA Degree in Communication Science/BA Degree in Corporate Communications will be an added advantage. At least 4-7 years relevant experience in Communications and or Public Relations industry at an Assistant Director level. Track record in managing marketing and public relations campaigns. Must demonstrate understanding of government communications, strategic management and leadership within the corporate communications, marketing or events management industry, knowledge of the principle and practices of administration, personnel management, and budget management.
<b><u>DUTIES</u></b>	:	Develop concept documents for marketing and public relations initiatives and departmental events. Manage the implementation of marketing campaigns across different platforms. Coordinate and implement Departmental Outreach Campaigns which include Focus Month campaigns. Manage and implement departmental external and corporate events. Identify and coordinate the department's participation in strategic exhibition opportunities. Develop innovative marketing tools. Develop and maintain an updated Calendar of Events for the Department. Manage the performance and development of the sub-business unit. Develop and manage the operational, quarterly, and monthly plans of the sub-business unit. Compile and submit performance and administrative reports.
<b><u>ENQUIRIES</u></b>	:	Ms K Kunene @ 072 315 9992

#### **DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

<b><u>APPLICATIONS FOR ATTENTION</u></b>	:	forwarded to 35 Rissik Street, Surrey House, Johannesburg, 2000
<b><u>CLOSING DATE</u></b>	:	Ms. Vivien Khanye Tel No: 011 355 2606
<b><u>NOTE</u></b>	:	06 December 2021
	:	Applications should be submitted manually or posted using new Z83 form accompanied by CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where appreciate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. Applicants are encouraged to use new Z83 failure to so your application will be disqualified. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

#### **MANAGEMENT ECHELON**

<b><u>POST 41/144</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: REFS/012507</u></b> Directorate: Office of the CFO (Re-Advertisement), we encourage people who applied before need to re-apply
<b><u>SALARY</u></b>	:	R1 251 183 per annum, (all Inclusive Package)
<b><u>CENTRE</u></b>	:	Johannesburg

**REQUIREMENTS** : The successful candidate should have a grade 12 plus Bachelor's degree or relevant qualification (SAQA NQF 7) tertiary qualification in commerce. Minimum 5 years' experience on the level of a Senior Management in a financial environment. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty, Extensive knowledge of the financial and related prescripts of the Public Service, costing methodologies and performance measurement. Sound knowledge of accounting procedures and requirements. Ability to develop, interpret and implement accounting policies and regulations. Working knowledge of GRAP, BAS, PFMA and MTEF. Proven strategic leadership and business partnering skills, problem solving, decision making, communication and analytical skills. Knowledge of the Department's constitutional mandate and its relationship with National and other stakeholders. Sound interpersonal relations. Computer literacy. A valid driver's license is essential.

**DUTIES** : Support the Accounting Officer (Head of Department) and other senior managers in the execution of their functions in terms of the PFMA of 1999 and Treasury Regulation. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and implement financial management strategies to ensure the long –term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other. Ensure effective and efficient supply chain management in line with the Treasury Regulations. Ensure effective and efficient asset and inventory management in line with PFMA. Establish and maintain effective and transparent systems of financial management, risk management, internal control, budgeting administration, asset management and supply chain management. Ensuring compliance with the legislative framework of the Government. Carry out any other responsibilities and duties as determined by Accounting Officer. Prepare and provide financial reports and Annual Financial Statements required in terms of Public Service Statutory Framework.

**ENQUIRIES** : Ms. Vivien Khanye Tel No: 011 355 2606  
**NOTE** : "With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

**POST 41/145** : **DIRECTOR-SECURITY AND FACILITIES MANAGEMENT REF NO: REFS/012509**  
Directorate: Security and Facilities Management  
(Re-Advertisement), we encourage people who applied before need to re-apply.

**SALARY** : R1 057 326 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : The successful candidate should have a matric certificate plus a three-year tertiary qualification in Office Administration/Facility Management/Records management undergraduate or any relevant qualification (NQF Level 7) as recognized by SAQA. Safety management training. Introduction to SAMTRAC. Security Management Course offered for safety by the State Security Agency. National key point certificate/ training. Minimum of at least 5-7 years' experience in Safety and Security, Records and Facilities Management of which 5 years and upwards must have been at middle management level. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Skills; Organizing. Report writing. Ability to operate computer. Interpersonal relationship.



Problem solving. Project management. Budgeting. Analytical thinking. Conflict resolution. Verbal and written communication. Presentation and training. Supervision. Planning. Knowledge: Public finance management act. Public Service Regulations. Conducting of threat and risk assessment. Conducting of Security audit. National Information Security Policy. Understanding of norms and standards for Office Accommodation. Minimum Information Security Standards (MISS). Implementation of Control of Access to Public Premises and vehicle Act. Departmental Security Policy and Operational Procedures. Implementation Health and Safety Policy.

**DUTIES**

: Ensure the effective and efficient operation of the unit. Manage the total security function (physical, Personnel, Document and Communication). Develop and implement security policy in line with government security requirements. Identify risk and threats to the security of the Department. Assess and improve the effectiveness of security measures and procedures. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other queries on financial matters. Manage and utilize resources allocated to the Department according to PFMA. Manage the development and implementation of policies of the unit. Development and implementation of security system. Develop and implement contract for outsourced services. Develop and implement plans for facility management. Develop and implement office accommodation model in terms of norms and standards. Ensure proper record management of the department by implementing the policy, procedure and file plan in accordance with national archives act. Develop and maintain a healthy working relationship with stakeholders of other institutions both internal and external including other security and intelligence capabilities such as NIA, SAPS etc. Administer all vetting or screening of officials and companies. Participate in the development and implementation of the Departmental Business Continuity Plan. Ensure the development and implementation of Registry and Records Management Policies and Standards, File Plan implementation. Develop and implement a Departmental sustainable space provision plan, total Facilities Management Plan/ Strategy that involves but not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level.

**ENQUIRIES  
NOTE**

: Ms. Vivien Khanye Tel No: 011 355 2606  
 : "With reference to the DPSA Directive on the pre-entry senior management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

**OTHER POST**

**POST 41/146**

: **DEPUTY DIRECTOR: LEGAL SERVICES (OSD) REF NO: REFS/012508**  
 Directorate: Legal Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R774 660 – R1 157 940 per annum, (OSD)  
 : Johannesburg  
 : The successful candidate should have a matric certificate plus LLB or equivalent – admission as an advocate or attorney is preferred. 5-10 years' experience in management and legal environment. Skills; Decision making. Management of projects. Technical Analytic skills. Negotiation. Financial Management. Strategic and operational. Planning and Organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing.

**DUTIES**

Relationship management. Knowledge; PFMA. Legislations and prescripts. Legal Matters.

- : To facilitate the provision of a legal support service across all Business Units within the Department. To ensure the SACR is legally sound in their operations and decision-making process as an organ of state, to ensure representivity in the event of a dispute/challenge following an Administrative or Commercial action by the Department. To ensure that the operations of the department comply with all legislative requirements in all areas of business conducted by the department, such as entering into sound legal contracts within the various areas of operations within the Department, the management of changes relating to the contractual relationships such as contractual amendments, updates, breach, and termination of contractual relationships. To support the development of legislative frameworks which are regulated by the Department. Manage the drafting, vetting of legally sound contracts. Manage the provision of a legal advisory service to all Business Units of the Department.

**ENQUIRIES**

- : Ms. Vivien Khanye Tel No: 011 355 2606