

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: (Ekurhuleni Health District) Kindly note that the following post was advertised in Public Service Vacancy Circular 43 dated 03 December 2021, Assistant Director: Human Resource Development: with Ref No: EHD2021/12/15; the post have been withdrawn

OTHER POSTS

- POST 44/173** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS012689 (X1 POST)**
Directorate: Obstetrics and Gynaecology
- SALARY** : R1 122 630 per annum, (all inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA. HPCSA registration as Medical Specialist in a normal Specialty. A Minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in normal Specialty. Proof current registration with HPCSA (2021/2022). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plan. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. To assist in teaching programme of both undergraduates and post graduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr. Mankupane Tel No: (011) 933 9154/8154
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.
- NOTE** : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 Human Resources (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 off 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 reserve 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 and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 25 February 2022
- POST 44/174** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/006562 (1X POST)**
Directorate: Medical
- SALARY** : R833 523 – R897 939 per annum, (plus benefits)
CENTRE : Province: Gauteng DR Yusuf Dadoo Hospital
REQUIREMENT : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.
- DUTIES** : Co-ordinate and manage clinical care and treatment. Be rotated through different units of the hospital according to the needs of the hospital. Manage and handle all patients depending on the units to which the doctor is allocated. Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the clinical manager. Supervision and training of interns and medical students.
- ENQUIRIES** : Dr. P Molamu, Tel No: 011 951 6181
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration
- CLOSING DATE** : 28 December 2021
- POST 44/175** : **REGISTRAR**
Directorate: Oral and Maxillofacial Pathology
- SALARY** : R833 223 – R871 593 per annum, (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Applicants must be in possession of a BChD degree or equivalent qualification, with a current registration as a dentist in the category: independent practice with the HPCSA. A relevant postgraduate qualification and teaching experience will be added advantage. A proven interest in Oral and Maxillofacial Pathology is essential.
- DUTIES** : The successful candidate will in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Oral and Maxillofacial Pathology, also participate in the teaching activities of the Department of Oral Pathology and Oral Biology.
- ENQUIRIES** : Prof WFP Van Heerden Tel No: 012 319 2320
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.

<u>NOTE</u>	:	Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	29 December 2021
<u>POST 44/176</u>	:	<u>DENTIST GRADE 1/2/3 REF NO: DENT01/12</u> Directorate: Oral Medicine and Periodontology
<u>SALARY</u>	:	R809 067 – R1 106 037 per annum (inclusive package), exc. commuted overtime
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably with exposure to undergraduate teaching and training. MSc Dent Degree/equivalent or postgraduate qualification in the field of OMP will be an added advantage.
<u>DUTIES</u>	:	Dentist will be responsible for clinical services including extended clinical platforms, teaching and trainings, conduct research and participation in all departmental activities and related administration.
<u>ENQUIRIES</u>	:	Dr TD Mafojane Tel No: (011) 488 4865
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Applicants to attach copies of all the necessary documents (qualifications) to the application including a 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.
<u>POST 44/177</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/012690 (X1 POST)</u> Directorate: Labour Relations This is the re-advert; those applicants who previously applied are encouraged not to re-apply, as their applications will be considered.
<u>SALARY</u>	:	R744 255.per annum, (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 activates. 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
APPLICATIONS**

: Mr. A. Mbalati Tel No: (011) 933 9563
: 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. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE

: No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 Human Resources (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 off 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 reserve 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 and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 30 December 2021

POST 44/178

: **HEAD OF DEPARTMENT: ACADEMIC PND III 1 REF NO: REFS/012613 (POST)**
Directorate: Nursing Education and Training

**SALARY
CENTRE
REQUIREMENTS**

: PND III: R588 390 – R682 098 per annum, (plus benefits)
: Gauteng College of Nursing (Ga-Rankuwa Campus)
: A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic

qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one-year post –basic qualification in Nursing Education and Administration. A post basic qualification in R.212 and R.48 programme. Master's degree in Nursing Science or Midwifery will be an added advantage. Knowledge of procedures and processes related to Basic and Post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver's licence.

DUTIES

: Coordinate the facilitation of teaching and learning in the theory. Coordinate Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in management of the campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, review and evaluate the curricula of academic programmes.

ENQUIRIES
APPLICATIONS
NOTE

: Ms Sibiyi E M (Ms.) Tel No: 066 029 9677
: Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>
: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE

: 14 January 2022

POST 44/179

: **HEAD OF DEPARTMENT: STUDENT AFFAIRS PND III REF NO: REFS/012607**
Directorate: Nursing Education and Training

SALARY
CENTRE
REQUIREMENTS

: PND III: R588 390 – R682 098 per annum, (plus benefits)
: Gauteng College of Nursing (Ga-Rankuwa Campus)
: A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma /degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one year Post Basic qualification in Nursing Education and Administration. A Masters Degree in Nursing or Midwifery will be an added advantage. Knowledge of relevant Acts and Legislations, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Problem solving, Analytical skills, Project and Nursing Programme Management. Sound Communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy, valid driver's licence.

<u>DUTIES</u>	:	Facilitate Nursing Education and Training of Student Nurses. Supervise staff. Develop and ensure implementation Of Quality Assurance programmes. Collaborate with other stakeholders and build a sound relationship within the Department. Coordinate the examination process. Manage student records. Participate in daily management of the campus. Participate in Campus projects, i.e research and community engagement.
<u>ENQUIRIES</u>	:	Ms Sibiya E M (Ms.) Tel No: 066 029 9677
<u>APPLICATIONS</u>	:	Applicants can only apply online at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	The provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtained from any public service department or the website and must be completed in full, copies of qualifications copy, driver's licence and CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to personnel suitability checks (PSC) - verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, and criminal records checks. 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. No hand delivery faxed or emailed application will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>CLOSING DATE</u>	:	14 January 2022
<u>POST 44/180</u>	:	<u>CLINICAL PROGRAM COORDINATOR CETU & STAFF DEVELOPMENT)</u> <u>REF NO: REFS/006563</u> Directorate: Nursing
<u>SALARY</u>	:	R450 939 – R507 531 per annum, (OSD), (plus benefits)
<u>CENTRE</u>	:	Province: Gauteng
<u>REQUIREMENTS</u>	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Degree /Diploma in Nursing Education & Administration. Registration a Proof of current registration with SANC. A minimum of 9 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Minimum of 3- 4 years' Experience as a Training Coordinator and Staff Development / or as a Nurse Educator.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing care plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Coordinate college matters with regards to student training and accommodation in the hospital, be a link for student training with feeder colleges and ensure compliance with training requirement for all students, in the ward by providing all guidelines to each ward and all SOP and requirement for student training. Conduct training need analysis and Implement all applicable strategies to empower staff training according to Training and Development Policy. Coordinate the orientation and induction program in the hospital. Supervise staff and Nurses residence. Have knowledge of Ideal Hospital Realization Framework. Maintain a constructive working relationship with nursing and other stakeholders both internal and external. Utilize human, material and physical resources efficiently and effectively. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	Ms. DS Ngwenya, Tel No: 011 951 6045
<u>APPLICATIONS</u>	:	Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability

are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 28 December 2021

POST 44/181 : **LECTURER POST GRADUATE DIPLOMA IN CRITICAL CARE NURSING (ADULT) PND I /PND II REF NO: REFS/012619 (X1 POST)**
Directorate: Nursing Education and Training

SALARY : PND I: R388 974 – R450 939 per annum, (plus benefits)
PND II: R478 404 – R624 216 per annum, (plus benefits)

CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)

REQUIREMENTS : **PND I:** A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Medical and Surgical Nursing Science: Critical Care Nursing-General registered with SANC. Master's degree in Nursing or Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.

DUTIES : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.

ENQUIRIES : Ms Sibiyi E M (Ms.) Tel No: 066 029 9677

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

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE : 14 January 2022

<u>POST 44/182</u>	: <u>LECTURER POST GRADUATE DIPLOMA IN MIDWIFERY PNDI /PND II REF NO: REFS/012617 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	: PND I: R388 974 – R450 939 per annum, (plus benefits) PND II: R478 404 – R624 216 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Gauteng College of Nursing (Ga-Rankuwa Campus) PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Midwifery and Neonatal Science registered with SANC. Master's degree in Nursing or Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<u>DUTIES</u>	: Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Ms Sibiyi E M (Ms.) Tel No: 066 029 9677 Applicants can apply online at http://professionaljobcentre.gpg.gov.za The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za .
<u>CLOSING DATE</u>	: 14 January 2022

<u>POST 44/183</u>	: <u>LECTURER POST GRADUATE DIPLOMA IN PRIMARY CARE NURSING PNDI/PND II REF NO: REFS/012620 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	: PND I: R388 974 – R450 939 per annum, (plus benefits) : PND II: R478 404 – R624 216 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Gauteng College of Nursing (Ga-Rankuwa Campus) : PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. Master's degree in Nursing or Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<u>DUTIES</u>	: Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Ms Sibiyi E M (Ms.) Tel No: 066 029 9677 : Applicants can apply online at http://professionaljobcentre.gpg.gov.za : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za .
<u>CLOSING DATE</u>	: 14 January 2022

<u>POST 44/184</u>	: <u>LECTURER POST GRADUATE DIPLOMA IN PERI OPERATIVE NURSING PND I/PND II REF NO: REFS/ 012615</u> Directorate: Nursing Education and Training
<u>SALARY</u>	: PND I: R388 974 – R450 939 per annum, (plus benefits) PND II: R478 404 – R624 216 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Gauteng College of Nursing (Ga-Rankuwa Campus) : PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master's degree in Nursing or Midwifery or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<u>DUTIES</u>	: Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Ms Sibiyi E M (Ms.) Tel No: 066 029 9677 : Applicants can apply online at http://professionaljobcentre.gpg.gov.za . : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.
<u>CLOSING DATE</u>	: 14 January 2022

<u>POST 44/185</u>	:	<u>LECTURER POST GRADUATE DIPLOMA IN CHILD NURSING PNDI /PND II REF NO: REFS/ 012621 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	PND I: R388 974 – R450 939 per annum, (plus benefits) PND II: R478 404 – R624 216 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng College of Nursing (Ga-Rankuwa Campus) PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current Registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Child Nursing Science registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Child Nursing Science registered with SANC. Master's degree in Nursing, Midwifery, or busy studying for Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
<u>DUTIES</u>	:	Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.
<u>ENQUIRIES</u>	:	Ms Sibiyi E M (Ms.) Tel No: 066 029 9677
<u>APPLICATIONS</u>	:	Applicants can apply online at http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full, copies of qualifications, Id copy, driver's license and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za .
<u>CLOSING DATE</u>	:	14 January 2022
<u>POST 44/186</u>	:	<u>EMS ASSISTANT DIRECTOR: FINANCE REF NO: EMS/AD/12/2021</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	EMS Central Office: Midrand

<u>REQUIREMENTS</u>	:	A three-year qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System at NQF Level 7. A minimum of five years' financial experience at a Supervisory level. A valid driver's license (attach both sides of a copy). Knowledge and understanding of Public Financial Management Act PFMA), National Treasury Regulations (NTR), Generally Recognized Accounting Practice (GRAP), Division of Revenue Act (DoRA) and other Financial Guidelines & Procedures. Practical knowledge of Government Financial Systems with preference for BAS, SAP, PERSAL. Skills: Financial Management; Good Communication (both written & verbal); Computer Literacy (EXCEL); Management & Organizational; Human Resources Management with Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Compile and management of yearly budget through monthly IYM; monitoring misallocations; shifting of funds and commitment register. Revenue Management through monitoring the collection of funds from mainly EMS Patients, RAF, Medical Aid Schemes, and other Departmental Revenue Resources. Follow-up of outstanding funds and preparation & consolidation of all Financial monthly and quarterly reports. Management of the accounts payable and overseeing all financial & revenue reconciliations and ensure correct and timeous processing of invoices, quality assurance and verification of all Financial transactions. Management of Petty Cash and BAS disallowances. Review and analyze reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to Districts Line Functionaries on the interpretation and implementation of financial procedures and policies. Address and prepare for audit queries and implement corrective measures. Ensure management, maintenance, and safekeeping of the Unit's assets. Management and Supervision of the Human Resources in Finance Unit.
<u>ENQUIRIES</u>	:	Ms. FP Maweni Tel No: 011 564 2007
<u>APPLICATIONS</u>	:	Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House, 1685.
<u>NOTE</u>	:	Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies will be allowed; certification should not be older than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	29 December 2021
<u>POST 44/187</u>	:	<u>DIAGNOSTIC RADIOGRAPHER (PRODUCTION) REF NO: PWH/FC/18/21</u> Directorate: Radiology Department
<u>SALARY</u>	:	Grade 1: R322 746 – R367 299 per annum Grade 2: R378 402 – R432 684 per annum Grade 3: R445 752 – R540 954 per annum
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Diagnostic Radiography/Degree. A Proof of registration as an independent diagnostic Radiographer that allows registration with the Health Professions Council of South African (HPCSA) in Radiography. A proof of current HPCSA registration. Experience in Digital Radiography: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (MS Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Quality Assurance skill will be an advantage.
<u>DUTIES</u>	:	Provide a 24 hours radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient is Rights. Ensuring radiographic services comply with SAHPRA regulations. Can perform National Core Standards, Ideal hospital Audits, other public service policies and acts. Will be responsible for department QA/QC tests. Second in charge when the supervisor is absent. Supervision and training of students. Teamwork spirit and interpersonal skills. Provide and participate in 24 hrs. High quality radiographic service. Supervise community service workers and participates in departmental quality assurance. Adhere to Batho Pele principles. Carry out

	:	duties delegated by the department manager. Must be a team player within the institution.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Ramabulana Tel No: (012) 380 1252
	:	All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
<u>NOTE</u>	:	Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
<u>CLOSING DATE</u>	:	31 December 2021
<u>POST 44/188</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: CHBAH 525 (X1 POST)</u> Directorate: Human Resource (Recruitment and Selection)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R261 372 per annum, (plus benefits)
	:	Chris Hani Baragwanath Academic Hospital
	:	Grade 12 with 3 -5 years' experience in Recruitment and Selection. Computer literacy (Ms Office). Must have knowledge and experience in Persal Systems. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to recruitment and selection procedures e.g. Recruitment and Selection policy Employment Equity Act and Public Service Regulations.
<u>DUTIES</u>	:	Reporting to the Assistant Director, the incumbent will ensure effective support in Recruitment, Selection and Appointment processes. Supervising the activities within Recruitment and Selection. Ensure proper adherence to the Recruitment and selection legislation framework. Monitor daily planning, scheduling and deadlines of team members (direct and indirect reports). Assist and support team members on a daily basis and manage attendance. Maintain Recruitment and Selection database. Conduct safekeeping and recordkeeping of personnel, shortlisting and interview information. Type documents/correspondence and conduct proper filing thereof. Render effective personnel administration in accordance with the regulatory framework and guidelines relating to general office function. Adhere to timelines. Attend to Recruitment and Selection related telephonic, verbal and audit queries in a professional manner and give guidance and advice. Record, organize, control, store, and retrieve information. Submit weekly and monthly stats. Ensure safekeeping of documents and filing of all related documents. Contribute to the Hospital's planning and procurement processes on a daily basis. Attend workshops, meetings and training as approved by manager. Maintaining of user-friendly office. Adhere to all legal instructions given in writing or verbally by a senior staff member. Sit in at shortlisting and interviews as an advisor. See that policies and procedures are adhered to. Supervise team members. Coach and support practitioners in their activities. Overall management of the team and review thereof (Contracting, quarterly review and final assessment)
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R.E. Mmatli Tel No: (011) 933-8174
	:	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.
<u>NOTE</u>	:	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 . 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

: 30 December 2021

POST 44/189

: **ADMINISTRATION OFFICER REF.NO: CHBAH 526 (X1 POST)**
 Directorate: Mortuary

SALARY
CENTRE
REQUIREMENTS

: R261 372 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Grade 12 with three to five years Patient Affairs experience. Three years National Diploma in Public Management/ Administration will be added advantage. Valid driver's license will be added advantage. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills and Good customer skills. Be prepared to report to work on weekends and afterhours as need arises. Knowledge and application of the hospital core standards. Experience in hospital mortuary or Forensic Pathology will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Supervision of the staff in mortuary and ensure full coverage of the shifts. Ensure daily recording of fridge temperatures and reporting of the faults. Management of collection of the corpses from the wards and service points within an hour. Daily updating and fully recording of information required by TPH205 mortuary register. Ensure daily cleaning of mortuary by adhering to safety and hygienic protocols. Compiling of daily, weekly and monthly statistics as required. Daily movement of unnatural cases of bodies to Forensic Pathology. Daily follow-up with the families for removal of the bodies in mortuary. Continues communication with security team in tracing families for the deceased. Attending to telephonic and verbal enquiries. Ensure that all deceased have completed DHA1663A and D28 affidavit required for unnatural death. Ensure that the paupers in the hospital are buried with the complying process. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conduct meeting with the staff. Apply disciplinary measures as and when required.

ENQUIRIES
APPLICATIONS

: Mr. L. Mofokeng Tel No: 011 933 8501
 : 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 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 Human Resources (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 off 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 reserve 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 and the Hospital. People with disabilities are encouraged to apply

CLOSING DATE

: 30 December 2021

POST 44/190

: **FINANCE CLERK SUPERVISOR REF NO: CCRC/FIN/2021/12/01**
Directorate: Finance Department

SALARY

: R261 372 per annum

CENTRE

: Cullinan Care and Rehabilitation Centre

REQUIREMENTS

: Minimum requirements: A three-year tertiary qualification (NFQ level 6) in accounting, auditing or financial management fields and related work experience. Thorough knowledge of computer systems and programmes utilised in the GDoH including, BAS, SAP R/3 and SRM or any other financial system, computer literate (MS office package). Strong understanding of PFMA, Treasury Regulations, MTEF, Public Service Regulations and SCOA allocations, ability to correctly interpret and apply policies and regulation, sound reasoning, mathematical and problem-solving ability. Well-developed verbal and written communication skills and able to compile effective reports. Ability to work under pressure, producing and produce effective and correct work. Knowledge of budgeting will be an added advantage.

DUTIES

: Control, manage and execute timely submitting of invoices. Render support and assist in controlling, maintaining and clearing Suspense Accounts on a monthly basis. Prepare and analyse reports. Assist in compiling of Medium term expenditure framework (MTEF) and keep record of monthly actual expenditure. Assist with Budget Bilateral and Adjustment Processes. Monitor accruals and payments of accruals. Manage and supervise all personnel and working tools under your area of responsibility. Report, investigate and follow up of financial related irregularities.

ENQUIRIES

: Ms. Saayman S Tel No: (012) 734 7033

APPLICATIONS

: Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000

NOTE

: Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Applications must be submitted on a Z83 form with comprehensive CV, documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (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).

CLOSING DATE : 28 December 2021

POST 44/191 : **CLINICAL ASSOCIATE REF NO: REFS/006564 (X1 POST)**
Directorate: Allied

SALARY : R261 372 – R307 896 per annum, (plus benefits)
CENTRE : Province: Gauteng
REQUIREMENTS : 3 years' bachelor of Clinic Medical Practice (BMCP). Current registration with Medical and Dental Board of Health Professional Council of SA as a Clinic Associate. Psychomotor skills, to be able to perform clinical/medical skilled procedures. Clinical problem solving skills and time management in a district hospital. Previous work experience will be added as advantage in the field in the Clinical Associate work.

DUTIES : Perform patient centred consultation across all ages in a district hospital. Apply clinical reasoning in the assessment and management of patients. Perform investigative and therapeutic procedure for district hospital. Provide emergency care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of families, communication and health system in practice.

ENQUIRIES : Ms. P Molamu Tel No: 011 951 6181
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed (Only New Z83 will be accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 28 December 2021

POST 44/192 : **ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 529 (X1 POST)**
Directorate: Cardiology Department

SALARY : R213 726 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Matriculation as a minimum standard of education. 2 years of ECG experience in Public or Private sector. Provision of HPCSA registration where applicable. Post matriculation qualification will be an added advantage. Competencies/ Knowledge/Skills: Someone who is eager to learn, dedicated to patient care, can work in a team and can work under pressure. Computer literacy skill will be an added advantage. Knowledge and exposure in ECG will be an advantage. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

DUTIES : Part of shift worker team providing 24 hrs ECG service in Accident and Emergency unit and the entire hospital (clinics and wards). Report all faulty equipment to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to.

ENQUIRIES : Mr W Madondo Tel No: (011) 933 9412
APPLICATIONS : 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. No faxed OR emailed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 Human Resources (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 off 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 reserve 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 and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 30 December 2021

POST 44/193

: **SWITCHBOARD OPERATOR REF NO: CCRC/SBO/2021/11/02**
 Directorate: Admin and Logistics Department

SALARY
CENTRE
REQUIREMENTS

: R176 310 per annum
 : Cullinan Care and Rehabilitation Centre
 : Grade 10 or equivalent with 5 to 10 years' experience or equivalent or / Grade 12 certificate or equivalent with 1 year experience in switchboard operations. Knowledge of administrative and clerical procedures. Understanding and knowledge of Public Service Regulations, good customer etiquette, listening skills, writing skills, good communication, interpersonal skills and understanding the importance of telephone Etiquette. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Ability to communicate in English verbally and in writing. Computer literacy skills in Ms Word, Ms Excel, internet and emails. Ability to cope under pressure. Client orientation and customer focus. Experience in switchboard procedures and administrative functions will be an added advantage.

DUTIES

: The successful candidate will manage and operate switchboard promptly by answering incoming and handling ongoing calls. Handle internal and external enquiries. Must upkeep the office and filing system and records up to date. Ensuring that customers are referred promptly and correctly to relevant stakeholders. Taking down messages administering the correct distribution thereof. Supplying basic information to customers regarding the Departments services. Keep reception area clean and tidy. Receive guests and/or visitors and direct them to the relevant office/s. Update and distribute the internal telephone directory and keeping a database of other important contact numbers for easy access and retrieval. Control and manage the photocopying and fax machine in the office. Compile monthly report and submit to the manager. Record keeping of all documents copied/ printed/ faxed in all registers. Responsible for reporting any faults on the telephone system and photocopier machine and liaising with the ICT department in this regard. Utilize the telephone management system to monitor telephone accounts, including printing of reports and verifying information and submit to the manager. Ensure that all telecommunication accounts are up to date. Perform any other delegated work given by the supervisor in accordance with various requirements of the unit.

ENQUIRIES
APPLICATIONS

: Ms. Mbinga MN Tel No: (012) 734 7000
 : Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000

NOTE

: Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Applications must be submitted on a Z83 form with comprehensive CV, documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates.

Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (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).

CLOSING DATE

: 28 December 2021

POST 44/194

: **HUMAN RESOURCE CLERK REF NO: CHBAH 527 (X2 POSTS)**

Directorate: Human Resource Development and Performance Management

SALARY

: R176 310 per annum (Level 05), (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12 with no experience. Computer literacy (Ms Office). Knowledge of the acts that are governing Human Resources in the public service and the ability to interpret them. Knowledge of the Human Resource administration processes. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Knowledge of Regulations and the Legislative framework related to Personnel Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Administration duties, functions and practices in the following areas within Human Resources: Coordination of Training & Development as per operational plan, Induction & Orientation of new appointments. Training of staff on Performance Management system and other generic trainings. Ensure compliance on PMDS as per Policy guidelines. Administer Pay & Grade Progressions. Coordinate placement of EPWP, Non-clinical Interns, Job Shadowing & Experimental Learners as per skills development Act. Coordinate implementation of AET Program. Attend to HR related enquiries and audit queries. Record, organize, control, store, and retrieve information. Ensure safekeeping of documents and filling of all related documents. Perform additional duties as delegated by the Supervisor. Maintain of user-friendly office. Submit weekly/monthly reports. Attend meetings and all departmental events & programs as determined and approved by the supervisor. Comply with the Performance Management and Development System (Contracting, Mid-year reviews and annual assessment).

ENQUIRIES

: Mr. M.W Phohu Tel No: 011 933 0041

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. No faxed OR emailed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 Human Resources (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 off 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 reserve 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 and the Hospital. People with disabilities are encouraged to apply

CLOSING DATE

: 30 December 2021

POST 44/195

: **SECRETARY REF NO: CHBAH 528 (X1 POST)**

Directorate: Paediatric Surgery

SALARY

: R176 310 per annum (Level 05), (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 with no experience. Computer literacy (MS Office). Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle information confidentially. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must be able to work under pressure and to take initiative and work independently. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.

DUTIES

: Screen, transfer calls and handle telephonic enquiries as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support as assigned by the Clinical Heads. Ensure safekeeping of all documentation in the office. Compile reports and documents. Administer the in and out flow of correspondence. Office management. Diary management, organize and the plan the logistics of meetings Administer the filing system, typing of correspondence, agendas, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Collate reports for submission to various management structures and other stakeholders. Ensure that strategic decisions taken in meetings are actioned timeously and followed-up. Arrange refreshments for visitors and other key stakeholders that may engage with the Clinical Heads. Receive and direct correspondence to relevant Managers or departments. Liase with other Hospital departments. Procurement of office equipment and stationery. Create and maintain an appropriate filing system in line with the Departmental Record Management policy framework and the National Archives Act. Typing of confidential reports and develop case summaries, where necessary. Assist with various administrative and secretarial duties as assigned by the Clinical Heads. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Prof JA Loveland or Mrs ADW Welthagen Tel No: 011 933 8138

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. No faxed OR emailed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 Human Resources (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 off 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 reserve 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 and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 30 December 2021
- POST 44/196** : **EMERGENCY CARE OFFICER GRADE 1 BAA REF NO: EMS/BAA/12/2021 (X50 POSTS)**
- SALARY** : R145 767 per annum, (plus benefit)
- CENTRE** : Gauteng Emergency Medical Services Sedibeng District
- REQUIREMENTS** : Grade 12 Certificate (Preferably with a pass in English, Mathematics or Mathematic Literacy, Physical science, Life Science or Biology), Basic Ambulance Assistant certificate, current BLS clinical practice guidelines (CPG) update. Current compliance with HPCSA individual CPD – CEUs Activity record. Minimum of 2 years' experience in an operational Emergency Care environment. Current and valid registration with HPCSA as a Basic Ambulance Assistant, valid driver's license code 10 and PDP. Previous experience in an Emergency Care environment will be an added advantage.
- DUTIES** : Responsible for the treatment of patient within the scope of practice of Basic Ambulance Assistant. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Provide emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.
- ENQUIRIES** : Ms. PM Matena Tel No: 016 930 2220
- APPLICATIONS** : Applications with clearly marked reference numbers must be delivered to Sedibeng EMS District Office No.3 Moshoeshoe Street, Sebokeng
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies will be allowed; certification should not be older than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 29 December 2021
- POST 44/197** : **NURSING ASSISTANT GRADE 1 REF NO: REFS/006565 (X3 POSTS)**
Directorate: Nursing
- SALARY** : R134 514 – R151 401 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Province: Gauteng
	:	Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills be able to function as part of the team.
<u>DUTIES</u>	:	Demonstrate elementary understanding of Nursing legislation and related legal ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, corporately, amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willing to respond to patient's needs, requirement and expectations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TA DS Ngwenya Tel No: 011 951 6045
	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/198</u>	:	<u>OPERATOR REF NO: REFS/006566 (X1 POST)</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 – R146 577 per annum, (plus benefits)
	:	Province: Gauteng
	:	Grade 10, be able to read and write English fluently. Good communication skills. Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure. Shift work compulsory.
<u>DUTIES</u>	:	able to read infection prevention and control, knowledge of the principle of infection control in the working area and differentiate between a clean and dirty area. Be able to operate autoclaves, operating of instrument washer, packing of theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TA Montshiwa Tel No: 011 951 6115
	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<u>NOTE</u>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	28 December 2021
<u>POST 44/199</u>	:	<u>SECURITY GUARD REF NO: REFS/006567 (X1 POST)</u> Directorate: Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 – R146 577 per annum, (plus benefits)
	:	Dr Yusuf Dadoo Hospital
	:	Grade 10 or equivalent. Relevant experience with PSIRA Grade C security certificate. Minimum of 3-5 years' experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understanding security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal records.

- DUTIES** : Search for prohibited items. Search vehicles at all times when entering the hospital premises and leaving. Ensure that all visitors' vehicles and staff are parked at the appropriate bays. Check the building at regular intervals, wards, office blocks and workshop area and look out for suspicious objects. Report incidents breaches in the occurrence book (OB). Keep control of visitors' register. Render escort service to staff, visitors and patients when a need arises. Vehicles searching and enforce departmental policies.
- ENQUIRIES APPLICATIONS** : Ms. GS Mazibuko Tel No: 011 951 6217
: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 will be accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 28 December 2021

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. We encourage online applications, if not able to apply online can be Hand delivered at Gauteng Province Department of Roads and Transport; 45 Commissioner Street, Life Centre Building, Marshalltown, Johannesburg 2001 or 76 Boeing East Road, Bedfordview 2008 or 1215 Nicol Smith and Blesbok Ave, koedoespoort, 0183 and via email: gFleeTRecruitment@gauteng.gov.za. For general enquiries please contact Human Resources on 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.
- CLOSING DATE** : 28 December 2021, Closing Time: 12H00
- NOTE** : Shortlisted candidates will be subject to pre- employment screening (vetting). SMS members will undergo a security clearance process by State Security Agency (SSA) and successfully completed the Nyukela Pre-entry certificate to Senior Management Services. All shortlisted candidates for SMS posts will be subjected to a technical exercise. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). Please Note; Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). The certification of copies must not be older than six (6) months from date of the advert. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for It is our intention to promote representatively (race, gender and disability) in the Public service through the filling of posts and candidates whose transfer/promotion/appointment will promote representivity will be given preference. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 44/200** : **CHIEF OPERATIONS OFFICER REF NO: REFS/006794**
Branch: G-Fleet Management
Chief Directorate: Operations
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R1 251 183 per annum, (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bedfordview
: An undergraduate qualification (NQF level 7) in Logistics Management or Operations Management or Finance Management or Business Management as recognized by SAQA and a post graduate qualification (NQF Level 8) will be an added as an advantage. 5 years of experience at a senior managerial level. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. At least 10 years 'experience within the relevant industries and /or roles i.e. corporate services, operations, government, fleet management, strategic management, project management, policy development, marketing and corporate communications experience. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupational Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational processes and structure. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, knowledge management and strategic communication, analytical, negotiation, project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver's license.
- DUTIES** : Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee executive class and pool fleet management services to client department. Monitor and oversee the provisioning of permanent fleet to client's departments. Monitor and oversee Fleet Maintenance Services. Monitor and oversee rendering of Customer Relations Management Services. Render Corporate Services. Develop and implement system of Internal Control and Risk Management for the Chief Directorate. Manage the resources of the component and perform generic management functions.
- ENQUIRIES** : Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660
- POST 44/201** : **DIRECTOR: FINANCE REF NO: REFS/006665**
Branch: g-FleeT Management
Chief Directorate: Financial and Management Accounting
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R1 057 326 per annum (Level 13), (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Bedfordview
: An undergraduate qualification (NQF level 7) in Finance/Accounting/Financial Management as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Experience in Public Service and registration with the Institute of Professional Accountants will be an added advantage. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Knowledge: In-depth knowledge of the Public Finance Management Act 1 of 1999 as amended, the Treasury Regulations, Preferential Procurement Policy Framework Act, B-BBEE Act, Supply Chain Management Policies and other related Public Sector related regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Practice (GRAP), International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS). Skills: A self-motivated professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong finance acumen. Strong computer literacy skills (SAP, MS excel, MS word,

- Pastel, etc.). Sound interpersonal relation. Effective communication skills (both written and verbal). Problem-solving. Negotiation, decision making and analytical skills. Strong ethical conduct. A valid driver's license.
- DUTIES** : Provide effective financial accounting, management accounting, asset management, internal control and Supply Chain Management functions, Establish and maintain Internal Control systems. Develop and implement effective debtors and revenue management system. Develop and implement effective payment systems, Preparation of financial reports, handle all internal and external auditors' queries, Develop, implement and monitor Risk Management strategies, policies and procedures and Manage the resources of the directorate.
- ENQUIRIES** : Mr. Poobalan Govender Tel No: (011) 372 – 8665/8600
- POST 44/202** : **DIRECTOR: CORPORATE SERVICES REF NO: REFS/006668**
Branch: g-Fleet Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R1 057 326 per annum (Level 13), (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Bedfordview
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) in business or management or strategy. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. A least 5 years in strategic and general management experience in a service-oriented Public Sector environment. An ICT experience or qualification will be an added advantage. Understanding of key drivers for successful support services in an organization, clear understanding of organizational processes and structure. Technical Skills (Business performance measurement (strategic, operational and financial); Budgeting; MS office (Word, PowerPoint, Excel); Policy formulation; Presentation skills; Strategy development and implementation). Managerial Skill: (Resource planning and allocation; Reporting and monitoring; Leadership and Self-management). Attributes: (Meticulous, Big picture thinking with appreciation for detail; Business Writing Skills; Team player; Attention to details; Perform under pressure and results oriented). Responsible for leading and managing the Corporate Services (CS) division (Human Resources, Information Technology, Marketing & Communication, Legal, Securities and Facility) to ensure the provision of efficient and effective services to g-Fleet Management in accordance with legislative and statutory requirements to support the delivery of the organizational goals contained in the strategic and annual performance plans.
- DUTIES** : Strategic Leadership and Management: Provides strategic leadership within Corporate Services. Contributes substantively to g-Fleet Management's strategy, planning and reporting processes. Contributes towards good governance. Develops overall corporate policies and/or proposals within the related field. Develops and formulates overall CS divisional strategic and annual performance plans which comprise of the following portfolios. Operational Management: Oversees and directs the rendering of efficient and effective CS support to g-Fleet Management business operations. Manages CS operational performance, operations processes, policies, procedures and guidelines. Complies and properly adheres to relevant legislations and statutory requirements. Develops and implements systems/tools for the execution, monitoring and completion of projects in different business units. Prepares, manages and monitors the capital and operational budget of the CS division. Ensures the effective and efficient budgetary cost control. Effectively leads and manages the CS division by maintaining a motivated team to deliver on g-Fleet Management strategy within the allocated budget. Promotes a culture and practices that reflect the g-Fleet Management values and encourages good performance.
- ENQUIRIES** : Mr. Nhlakanipho Nduli Tel No: 011 372 8600/8642

POST 44/203 : **DIRECTOR: FLEET MAINTENANCEN REF NO: REFS/006680**
Branch: g-FleeT Management
Chief Directorate: Fleet Maintenance
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R1 057 326 per annum (Level 13), (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Bedfordview
: An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years' relevant experience in a middle managerial level (MMS). Trade Test Diploma and National Technical Diploma (NQF6) in Mechanical/Panel Beating/Towing Services will be an added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of Mechanical, Vehicle Towing and Panel Beating environment. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle auctioning environment. Knowledge of vehicle market trends. In-depth knowledge of machinery and Occupational Safety Act and Occupational Health and Safety Act. Understanding of the Public-Sector Acts, policies and regulations. A self-motivated, client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation. Cost and quality control. Effective communication skills (both written and verbal). Negotiation, problem-solving, decision making and analytical skill. Strong ethical conduct. A valid driver's license.

DUTIES : Provide Fleet Maintenance services for the Entity. Develop and implement administrative and operational internal controls, processes and systems for the directorate. Develop and implement Risk Management policies and procedures to ensure that the directorate risks are mitigated. Handle all internal and external auditors' queries. Manage client and stakeholder relations for all matters relating to the functions of the directorate. Manage the resources of the directorate and ensure that the directorate deliver on its core functions and services.

ENQUIRIES : Mr. N Nduli Tel No: (011) 372 – 8600/8642

OTHER POSTS

POST 44/204 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/006669**
Branch: g-FleeT Management
Chief Directorate: Financial and Management Accounting
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R744 255 per annum (Level 11), (An all-inclusive remuneration package)
CENTRE : Bedfordview

REQUIREMENTS : A tertiary qualification degree (NQF Level 6) recognized by SAQA majoring in Financial Accounting. A minimum of 5 years' working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS) and Public Sector policies. Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently under pressure, organization and planning. Excellent communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver's license.

DUTIES : Ensure effective management of g-FleeT's assets. Establish and maintain appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations, GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement, and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial

accounting systems for g-FleeT assets. Execute asset verification on regular basis. Ensure reconciliation of Asset Register and Trial Balance is performed monthly. Ensure that all quotes provided to client departments are correct and provided timeously. Provide specialized asset management service. Handle all external and internal audit queries. Compile and submit all required administrative reports. Manage the resources of the component and perform generic management functions

ENQUIRIES : Mr. Thulani Mkwanazi Tel No: (011) 372 – 8600/9000

POST 44/205 : **DEPUTY DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006682**
Branch: g-FleeT Management
Chief Directorate: Fleet Maintenance
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R744 255 per annum (Level 11), (An all-inclusive remuneration package)
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, effective communication (both written and verbal), problem-solving, decision making and analytical skills. Record keeping. A valid driver's license.

DUTIES : Manage towing and recovery of all the Entity's vehicles. Provide functional and technical advice and guidance to the Entity's Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditor's queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

ENQUIRIES : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652

POST 44/206 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: REFS/006677**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY : R744 255 per annum (Level 11), (An all-inclusive remuneration package)
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year National Diploma /Bachelor's Degree in Human Resources or equivalent NQF 6 qualification. Minimum 5 years' experience as a human resources management generalist of which 3 years must be at a managerial level preferably in the Public Sector. A qualification in Labour Relations will be an added advantage. Extensive experience in an integrated Human Resources Management Sphere Excellent communication (written and verbal) skills and an ability to communicate with managers at all levels. Sound computer literacy (Microsoft packages) capabilities. Driver's license. Ability to work under pressure and beyond normal working hours. Ability to present Labour Relations related programmes e.g. grievance procedure, etc. Ability to investigate misconduct cases and represent the Entity in Disciplinary Enquiries and handle disputes at the CCMA and GPSSBC.

DUTIES : Ensure overall management of the Sub-Directorate Human Resources Management in terms of staff and resources. Ensure the provision of a best practice recruitment and selection services. Overall management of the provision of employee services benefits and conditions. Manage the provision of an integrated employee wellness service. Develop and implement strategies to facilitate sound labour relations in the entity. Ensure that the job evaluation process is implemented and carried out in G-Fleet in accordance with relevant legislative requirements. Ensure the implementation of a career management and development strategy. Ensure that the necessary administrative and

operational; systems are implemented to support the above. Provide an information management services based on trends and analysis. Prepare and submit all HR related reports (Monthly, quarterly and annual). Perform any other task as delegated by the Director: Corporate Services. Ensure compliance to processes, procedures and controls. Manage resources allocated to the sub-directorate.

- ENQUIRIES** : Mr. Nhlakanipho Ndul Tel No: 011 372 8600/8642
- POST 44/207** : **SENIOR LEGAL ADMIN OFFICER MR6 REF NO: REFS/006676**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R480 927 - R541 779 per annum (Basic notch plus benefits) and from (R774 660 - R1 157 940 per annum) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience)
- CENTRE REQUIREMENTS** : Bedfordview
: At least 8 years' post admission experience. At least 3 years' relevant supervisory experience. Admitted Attorney or Advocate. Experience in the Public Service would be an advantage. Relevant Bachelor's degree (LLB) or BProc. Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation. The successful completion of the Nyukela Pre-entry certificate to Senior Management Services.
- DUTIES** : To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.
- ENQUIRIES NOTE** : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642
: Shortlisted candidates will be subjected to pre-employment screening (vetting). "All shortlisted candidates for SMS posts will subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidate will be subjected to security clearance by SSA. Signing of performance contract: Mandatory.
- POST 44/208** : **ASSISTANT DIRECTOR: REVENUE REF NO: REFS/006675**
Branch: g-FleeT Management
Chief Directorate: Office of the CFO
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
- CENTRE REQUIREMENTS** : Bedfordview
: NQF level 6 (National Diploma or Degree in Finance). A minimum of 5 years' relevant working experience in financial accounting environment is required of which at least three years should be on supervisory level in the same field. Knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, Treasury Regulations and other related Public Sector regulatory frameworks. Thorough knowledge of accounting methodologies, principles and standards applicable to the Public Sector, Generally Recognized Accounting Principles (GRAP), International Public Sector Accounting Standards (IPSASB) and International Financial Reporting Standards (IFRS). Excellent communication literacy skills (verbal and written). Strong computer literacy skills (MS Word, MS excel, SAP, PASTEL. Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem - solving, planning and organizing skills.
- DUTIES** : Overall management of the revenue section, Develop, maintain and implement effective revenue and debtors 'management control systems. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Ensure that money due to Entity is collected on time. Development and implementation of sound financial accounting services regarding: Cashbook, Debtors control accounts, Monthly reconciliations and Debt Collection.
- ENQUIRIES** : Mr. Thulani Mkhwanazi Tel No: (011) 372 – 8600/8604

- POST 44/209** : **ASSISTANT DIRECTOR: SCM REF NO: REFS/006679**
 Branch: g-FleeT Management
 Chief Directorate: Finance
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
CENTRE : Bedfordview
REQUIREMENTS : NQF level 6 (National Diploma or Degree in Finance). A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Supply Chain Management Environment. Excellent computer literacy, including e-mail and internet skills. Proficient knowledge and skills of finance practices as well as good knowledge of the public service finance management framework. Excellent communication, writing and reporting skills.
- DUTIES** : Manage all functions related to sourcing, tenders and compliance management. Coordinate and manage purchasing and services. Establish a fair, equitable, transparent, competitive and cost-effective supply chain management system. Maintain consistency in the application of all SCM prescripts. Ensure compliance with ethical standards and prevent abuse of supply chain management system. Manage entity tender's contracts and records. Manage entity's resources (Physical, Human and financially). Perform any other tasks as delegated to you.
- ENQUIRIES** : Mr. Thulani Mkwanazi Tel No: (011) 372 – 8600/9000
- POST 44/210** : **ASSISTANT DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006688**
 Branch: g-FleeT Management
 Chief Directorate: Fleet Maintenance
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Fleet Maintenance Environment. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating environment. Overall knowledge of fleet management and vehicle maintenance principles. Knowledge of vehicle market trends. Understanding of the Public-Sector Acts, policies and regulations. A client centric professional with well-developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, cost and quality control, negotiation, effective communication both (written and verbal), problem-solving, decision making and analytical skills. Strong ethical conduct. A valid code 8 driver's license.
- DUTIES** : Manage panel beating and mechanical repairs processes for the Entity. Assess vehicles to determine whether vehicles should be disposed or not. Assist with the development and maintenance of the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditors' queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.
- ENQUIRIES** : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652
- POST 44/211** : **ASSISTANT DIRECTOR: CLIENT LIAISON REF NO: REFS/006702**
 Branch: g-FleeT Management
 Chief Directorate: Customer Management Services
 This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
- SALARY** : R382 245 per annum (Level 09), plus benefits
CENTRE : Bedfordview
REQUIREMENTS : An appropriate 3-year Tertiary qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written

and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages (MS word, excel, e-mail, power point – ability to draft power point presentations). A valid driver's license. Proficient knowledge and skills of communication practices including good knowledges of the public service management framework. Good interpersonal skills, problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours. Willingness to travel to other provinces.

DUTIES : Ensure overall management of the Client Liaison section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-FleeT in accordance with relevant legislative requirements. Managing the daily running of the Client Liaison unit, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Prepare Client progress reports and lead meetings with Clients. Extract reports, analyse findings and make recommendations. Determine training needs of Client portfolio, and present training programmes to Clients. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 44/212 : **ASSISTANT DIRECTOR: CLIENT SERVICE CENTRE REF NO: REFS/006664**
Branch: g-FleeT Management
Chief Directorate: Customer Management Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09), plus benefits
: Bedfordview
: An appropriate 3-year qualification or equivalent NQF level 6 qualifications in Communication /Business Management. A minimum 5 years' work experience is required. At least three years should be on supervisory level in a Client Liaison/ Communications Environment. A qualification in Fleet Management will be an added advantage. Excellent communication (written and verbal) skills and an ability to communicate effectively with Clients and managers at all levels. Computer literacy proficiency in Microsoft packages. A valid driver's license. Proficient knowledge and skills of communication practices including good knowledges of the public service management framework. Good interpersonal skills problem solving, planning and organizing skills. Ability to work under pressure and beyond normal working hours.

DUTIES : Ensure overall management of the Client Service Centre section in terms of staff and resources. Develop and implement strategies to facilitate sound customer relations in the entity. Ensure that the customer management services processes are implemented and carried out in g-FleeT in accordance with relevant legislative requirements. Managing the daily running of the Client Service Centre, including sourcing equipment, effective resource planning and implementing client service strategies and operations. Communicate and interact daily with Clients. Provide information management services based on trends and analysis. Extract reports analyse findings and make recommendations. Ensure compliance to Risk management and reporting.

ENQUIRIES : Ms. Alet Nel Tel No: (011) 372 – 8600/9000

POST 44/213 : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006674**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09), plus benefits
: Bedfordview
: An appropriate 3-year National Diploma /Bachelor's Degree in Information Technology or equivalent NQF level 6 qualification A minimum of 3-5 years' working experience in the relevant environment of which at least 3 years must have been at supervisory level in the same field. Experience in information systems development and support. Knowledge and experience of JAVA, VB.Net, ASP.Net and MS SQL. Application development methodologies. Business requirements writing experience. Practical knowledge of Systems Development Life Cycle (SDLC) and can work under pressure. Excellent communication skills (verbal and written), interpersonal, project management,

DUTIES

: planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow centric skills will be an added advantage.
: Render system development, support and maintenance services. Perform data administration functions. Co-ordinate server and network services and availability services. Co-ordinate ICT software and hardware asset management function. Research and development. Assist in managing budget and mitigating risks for sub-directorate. Handle all internal and external auditors' queries. Compile weekly, monthly and annual reports or as when requested. Manage resources allocated to the sub-directorate.

ENQUIRIES

: Mr. Chris Masombuka Tel: 011 372 8600/8642

POST 44/214

: **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: REFS/007283**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09), plus benefits
: Bedfordview
: Tertiary qualification in Construction or Building Management and between 5 and 10 years' experience. Grade 12 or equivalent qualification and more than 10 years' experience in the built environment. Formal qualification in Project and Facilities Management. Qualification in National Archives Record Management or Library Services will be an added. Qualification in OHS Act will be an added advantage. Experience in Building refurbishments and Construction. High level of facilities maintenance knowledge and experience (Preventative and reactive maintenance). Experience in facilities maintenance of hard and soft services. Sound knowledge of Occupational Health & Safety Act and Regulations. Proven experience in Managing projects. Facilities Helpdesk Management will be an added advantage. Experience in Records Management in the Public Sector. Previous experience in managing a team and relevant management experience is a must. Knowledge of HR, Finance and Procurement processes in the Public Sector will be an added advantage. Knowledge of the Public Finance Management Act (PFMA). Good communications skills. Must be fully computer literate. Report writing skills. The candidate must be a team Player (have the ability to work independently and with the team). Client orientated. Must have a sense of responsibility, loyalty and ability to work under pressure. Willingness to work standby and abnormal hours when required. Valid Driver's License.

DUTIES

: Identify risk areas of g-FleeT's buildings and other physical facilities that require refurbishment and / or maintenance. Compile specifications, procurement requests and submissions for the provision of required maintenance. Develop and Implement preventative maintenance schedule. Facilitate tender processes for maintenance/ refurbishment projects. Facilitate the development of emergency evacuation procedures for buildings. Develop and implement a project plans to ensure that required refurbishment and maintenance is implemented as required. Liaise with the relevant stakeholders for the refurbishments and maintenance work. Oversee and manage all maintenance and construction projects. Facilitate furniture and fixture requirements for buildings. Liaise with relevant unit in facilitating asset maintenance and or management. Manage Facilities Maintenance Helpdesk as per the Standard Operating Procedures. Initiate and implement and manage Registry Services in g-FleeT per the requirements by the National Archives of South Africa (National Archives and Records Service of SA Act). Contract/SLA management of facilities maintenance service providers. Verify submitted invoices against maintenance and refurbishments/construction conducted, sign for checking conducted and submit for approval. Staff Management.

ENQUIRIES

: Ms. Amanda Matiwane Tel No: 011 372 8600/900

POST 44/215

: **BUSINESS ANALYST: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/006699**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.

SALARY CENTRE

: R321 543 per annum, (plus benefits)
: Bedfordview

<u>REQUIREMENT</u>	:	Matric Certificate plus a 3-year Diploma / National Diploma /Degree in Information Technology /Business Information Systems or Related Qualification or equivalent NQF level 6/7 qualification. A minimum of 3-5 years' working experience in the relevant field. Experience in information systems development and support. Knowledge and experience in JAVA, VB.Net, ASP.Net and MS SQL, Project development methodologies, Business requirements gathering and writing experience, Practical knowledge of Systems Development Life Cycle (SDLC). Excellent communication skills (verbal and written), interpersonal, project management, planning and organizing, cost and quality control, problem solving, negotiation, decision making and contract management skills. A valid driver's license. SharePoint and flow-centric skills will be an added advantage.
<u>DUTIES</u>	:	Knowledge in Business Analysis Tools and Techniques; System Analysis; SDLC; Process Mapping; Project Management Body of Knowledge (PMBOK); Skills: Analytical skills; Interpersonal skills; Training skills; Workshop facilitation skills; Problem Solving skills; Team Player; Project Management; Research skills; People management skills; Conceptualization; Contextualization; Communication: Good verbal and written communication skills; Ability to communicate at all levels; Creativity: Ability to organize and initiate work activities; Sourcing/ gathering of Information; Evaluation; Decision making and innovative; Other: Self driven, Strong work ethic, Reliable, Honest and a positive attitude. Duties: Investigate and analyses Departmental processes and systems. Identify and maximize opportunities to use information technology to improve services. Develop business cases. Develop business process models incorporating specified requirements and accepted best practices. Develop business and functional requirements for identified processes and systems. Model business processes and systems to identify gaps/shortcomings/duplications. Test developed solutions. Co-ordinate/facilitate user acceptance testing and training workshops. Participate in the development, maintenance and implementation of business systems. Introduction of modern technologies for system improvements. Ensure appropriate deployment of systems in the department. Implement information security protocols and regulation. Provide analytical advice on business processes and systems.
<u>ENQUIRIES</u>	:	Mr. Chris Masombuka: Tel No: (011) 372 – 8600/8642
<u>POST 44/216</u>	:	<u>SENIOR DESKTOP TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY (X2) REF NO: REFS/006700</u> Branch: g-FleeT Management Chief Directorate: Corporate Services This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum, (plus benefits) Bedfordview
<u>DUTIES</u>	:	Matric Certificate plus a recognized undergraduate qualification NQF level 6 in Information and Communication Technology / degree NQF level 7 in IT as recognized by SAQA. A minimum of 3-5 years' experience in the Information and Communications Technology environment. Experience in windows 2010 and Office 365 environment, network support, configuration and deployment of windows operating system. IT project implementation and reporting. Must have a good understanding and command in ICT infrastructure, networks, desktop and operating systems. Communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills, creative and analytical. Knowledge of working in Microsoft environment. A Valid driver's license. To perform installation of hardware, software, VOIP and deploy and manage new applications, systems software, windows updates and antivirus. Ensure infrastructure projects meet institutional requirements and goals, fulfil end-user requirements, and identifies and resolves systems issues. Apply automated software and system management tools for systems and applications. Provide training and operational support to staff and interns. Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware deployment. Adhere to preventive maintenance procedures to avoid system failures. Maintain computers, printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e. Operating system, Software Packages, Security applications and configurations. Conduct IT asset verification as defined in the asset management policy. Perform repairs and replacements of software and hardware peripherals. Adhere to service level agreements signed with other business units, including service desk

		matrix. Transfer skills, supervise and mentor interns and learners in line with training program
<u>ENQUIRIES</u>	:	Mr. Chris Masombuka: Tel No: (011) 372 – 8600/8642
<u>POST 44/217</u>	:	<u>LEGAL ADMIN OFFICER (MR1-MR5) REF NO: REFS/007282 (X2 POSTS)</u>
		Branch: g-FleeT Management
		Chief Directorate: Corporate Services
		This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
<u>SALARY</u>	:	R201 387 - R541 779 per annum (Basic notch plus benefits) and from (R774 660 - R926 193 per annum) a total package is offered. (Salary Determined by number of years and appropriate post qualification legal experience)
<u>CENTRE REQUIREMENTS</u>	:	Bedfordview
		Relevant Bachelor's degree (LLB) or BProc Knowledge and understanding of Public Service policies and frameworks, Variety of legal issues, Research, to handle litigation, at least 3 - 5 years' experience, Experience in Civil Litigation Especially Collision of Motor vehicle, experience in the Public Service would be an advantage. Research, to handle litigation.
<u>DUTIES</u>	:	To provide litigation services, to provide legal opinions, to render legal contract administration services. Manage the operational processes, resources and procedures associated with Legal Services. To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions.to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.
<u>ENQUIRIES</u>	:	Mr. Nhlakanipho Nduli Tel No: 011 372 8600/8642
<u>POST 44/218</u>	:	<u>ARTISAN PRODUCTION GRADE A: TOWING & AUCTIONS REF NO: REFS/006697</u>
		This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
		Branch: g-Fleet Management
		Chief Directorate: Operations
<u>SALARY</u>	:	R193 512 - R214 770 per annum, (An all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Bedfordview
		A tertiary qualification recognized by SAQA. National Technical Certificate with Trade Test (Mechanical/Panel Beating) with 1 year relevant working experience. Knowledge: Understanding of mechanical, vehicle towing and panel beating environment. A valid driver's license. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Ability to tow vehicles. Computer literacy, including email and internet skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Assist the Senior Artisan Practitioner with all tasks related to towing and auctions. Ensure that policies and standards related to towing and auctions are adhered to. Perform mechanical, towing and auction administration duties, data capturing and filing. Arrange for towing of all vehicles from the merchants, clients and regional offices i.e. vehicles declined for repairs. Formally inform client departments of their withdrawn vehicles. A valid driver's license
<u>ENQUIRIES</u>	:	Mr. Sifiso Mhlongo Tel No: 011 372 8600/8654
<u>POST 44/219</u>	:	<u>ARTISAN PRODUCTION GRADE A: PANEL BEATING AND MECHANICAL FEF NO: REFS/007284 (X4 POSTS)</u>
		Branch: g-FleeT Management
		Chief Directorate: Operations
		This post is re-advertisement and all applicants who previously applied for are encouraged to re-apply.
<u>SALARY</u>	:	R193 512 - R214 770 per annum, (An all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Bedfordview
		National Technical Certificate (Mechanical/Panel Beating) with an appropriate Trade Test. National Diploma in Mechanical Engineering will be added advantage. A valid driver's license. Minimum relevant working experience post obtaining the Trade Test Certificate. Knowledge: Understanding of mechanical, panel beating and fleet management environment. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Computer literacy, including email and internet skills. Must be able to work under pressure. Organizing, planning, leadership and coordinating skills.

DUTIES

: Manage the quality of repairs and servicing on g-FleeT vehicles. Planning and organizing all maintenance inspections. Determine if the vehicle is economical to repair or not. Complete and return repair requisitions and assist in ordering and controlling the workshop materials and tools. Monitoring and ensuring quality of repairs and services done by service providers. Ensure that policies and standards related to panel beating and mechanical repairs are adhered to. Perform panel beating and mechanical administration duties, data capturing and filing. Manage the training and development of all artisans and apprentices allocated to the unit. Prepare weekly, monthly and annual reports.

ENQUIRIES

: Mr. Sifiso Mhlongo Tel No: 011 372 8600/8654