

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS : Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert. District Johannesburg North (JN): Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel: (011) 694 9378,

CLOSING DATE : 11 March 2022
NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 07/41 : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (CIVIL ENGINEERING) REF NO: HO2022/02/60**
 Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R882 042 per annum, (an all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate recognized four-year Degree (NQF Level 7) or equivalent in Civil Engineering plus minimum of 5 years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : Prepare and update the Infrastructure Programme Management Plan of the Department. Prepare and update the Construction Procurement Strategy and Plan of the Department. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plans as prepared by Implementing Agents. Assess Initiation Briefs prior to proceeding to Stage 1: Initiation. Review and sign off on Stages 1 – 7 deliverables of Professional Service Providers as validated by the appointed Implementing Agents. Manage the performance the Implementing Agents. Manage cash flows of projects and prepare a credible commitment register. Conduct site visits and prepare progress reports. Assess all variations, compensation events and extensions of time. Monitor and report on progress with projects under construction. Manage the interface between the end-user/community structures and Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as the updating of the Infrastructure Reporting Model. Contribute to the annual needs analysis in terms of infrastructure, the annual infrastructure evaluation of projects and programmes and post occupations evaluations.

ENQUIRIES : Ms Winny Radzilani Tel No: 011 843 6540

<u>POST 07/42</u>	:	<u>DEPUTY DIRECTOR: SYSTEM DEVELOPER REF NO: HO2022/02/56</u> Directorate: IT Systems and Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (An all-inclusive package) Johannesburg, Head Office A recognised three-year National Diploma/Degree (NQF Level 6/7) in Computer Science /Information Technology/ Information Systems on programming or systems development. A certificate in Microsoft Software Development will be advantageous. A minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director level) in application software development. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience e.g. Google Maps API is an advantage, Server and back-end development experience. Knowledge of systems development, various development platforms, Project management, Application support, knowledge of legislative frameworks within the public sector. Knowledge of IT Policies and Systems Support. Strong IT Technical Skills, Ability to detect and resolve users queries on time, be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. Understanding of how the government systems and application operate e.g. SA SAMS. Valid driver's licence is essential.
<u>DUTIES</u>	:	Development and design of IT Application Systems. Investigate and conduct JAD sessions to verify application systems requirements. Analysis of business process models and development of user requirement specifications. Maintenance and Support of IT Application Systems. Train super users (end users) as administrators of newly developed systems. Liase with Help-Desk in response by providing technical support for existing applications. Continuous review, follow up and propose complex. Modifications/ enhancements, technical advice to improve current existing applications. Manage Systems Development Projects. Provide structured approach in the planning of projects. Monitor record keeping of Business requirements (Systems Specifications). Monitor the maintenance of Central Information Management Systems (CIMS) Database. Stakeholder Engagement and Management. Liase with clients and assist in the drafting of Business Requirements (Systems Specifications). Provide inputs in the development of systems development and data governance policies, procedures and guidelines. Conduct desktop research on departmental policies and guidelines.
<u>ENQUIRIES</u>	:	Ms. Meriam Phala Tel No: (011) 843 6713.
<u>POST 07/43</u>	:	<u>DEPUTY DIRECTOR: IT PROJECT MANAGER REF NO: HO2022/02/57</u> Directorate: Institution IT Services Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (An all-inclusive package) Johannesburg, Head Office An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Project Management plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director level) within project management environment. Qualification in Information Technology /Information Systems/Computer Science will be an added advantage. Knowledge of the Treasury Regulations. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.). Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, etc. Good verbal and written communication. Project Management. Planning, analysis, conceptualizing and problem-solving. Change management. Financial management and Strategic Management skills. Valid driver's licence is essential.
<u>DUTIES</u>	:	Support the process of initiating and planning for ICT projects in schools. Determine school ICT needs and requirements. Develop resource plans and timelines to deliver against agreed ICT projects in schools. Draw up project plans that will support the delivery of various ICT projects in schools. Drive the execution of ICT project activities in schools. Track and manage requirements

during the project execution and incorporate changes into the requirements through the established change management process. Support the execution of all project activities and resolve or mitigate risks or issues that could impact the committed delivery of the project. Ensure that allocated resources are productive and focusing their efforts on the project deliverables. Monitor ICT project progress against the defined schedule and cost using project metrics used in the Department. Prepare documents for school's ICT project closure. Ensure accurate record keeping, document and content management of all project documents. Support schools during the implementation of their changes for the duration of a pilot or warranty period. Facilitate ICT training initiatives for schools. Conduct ICT training for schools. Oversee any outsourcing of ICT training delivery in schools. Provide advice and guidance with regards to ICT initiatives. Ensure the effective, efficient and economical management and utilisation of resources allocated. Ensure the effective utilisation and maintenance of all resources. Prepare, manage and oversee project budgets. Providing general supervision requirements.

ENQUIRIES

: Ms Mechelle Brink Tel No: (011) 355 1223

POST 07/44

: **DEPUTY DIRECTOR: SPECIAL INVESTIGATION REF NO: HO2022/02/58**
Directorate: Special Investigation

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (An all-inclusive package)
: Head Office, Johannesburg,
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management plus a minimum of 3 years relevant working experience at Junior Management /Middle Management level (Assistant Director/ Deputy Director level) in the administrative or office support. Knowledge of Public Service Regulations and PFMA. Knowledge of Compilation of management reports and interpretation of policies. Good verbal and written communication skills, computer literacy, report writing, planning and organising, problem solving, minutes taking and interpersonal skills. Valid driver's licence is essential.

DUTIES

: Manage the provision of administration support within the special investigation. Ensure the provision of secretarial support to the Special Investigations Directorate. Manage the co-ordination of meetings including overseeing the logistics, transport arrangements. Ensure that responses are drafted and distributed to internal and external stakeholders. Manage the provision of support in the development and analyses of special cases reports. Scrutinize documents (Submission or reports) to determine actions/information/documents required. Ensure the collection and compilation of information regarding cases that needs to be investigated. Manage and coordinate any special cases enquiries referred to the Directorate. Manage and provide guidance on the implementation and maintenance of the administrative systems and procedures within the Office of the Directorate, Special Investigations. Establish, implement, and maintain effective processes/ procedures for information and documents flow to and from the Office. Monitor the implementation and maintenance of correspondence tracking system for all cases. Comply with policies, prescripts, and other processes and procedures within the Sub-Directorate. Manage staff. Determine and collate information regarding the budget needs of the Office. Monitor and evaluate the performance of the Staff in the Office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES

: Ms. Bulelwa Nghona Tel No: (010) 600 6536

POST 07/45

: **DEPUTY DIRECTOR: SCHOOL FINANCIAL GOVERNANCE AND MONITORING REF NO: HO2022/02/59**
Directorate: School Funding Management

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management, Accounting, Public Finance, Cost and Management and related qualification majoring in accounting/finance plus a minimum of 3 years relevant working experience in the financial management environment

		at a Junior/Middle management level (Assistant Director/Deputy Director level). Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations), Financial Circulars, Government budget and expenditure process. Skills: Excellent communication (verbal & written), interpersonal skills, Project Management, Problem Solving, Presentation, Analytical and Financial Management skills. Computer literacy, People management, Report writing and minutes taking, Facilitation, Planning and Organizing skills. A valid South Africa driver's license is required.
<u>DUTIES</u>	:	Ensure effective financial controls and systems in Public Ordinary Schools, LSEN and Independent Schools. Review schedule for schools' visits and liaise with district offices to facilitate the process of distributing schedules to schools. Provide advice to schools in terms of the policies and regulations on financial management and compliance. Ensure that regular inspections are conducted and advice schools on the financial management matters. Ensure proper monitoring of budget allocated to schools. Oversee compliance in terms of coordinated audited financial statement for public ordinary schools, special schools, and grade R. Ensure the coordination and conducting/ provisioning of financial management training and workshops sessions to all schools. Ensure implementation of capacity and awareness programmes to all poorly performing schools by Provide advice in terms of all financial related policies and regulations. Oversee the facilitation of school fee exemption application process. Oversee all Section 21 and Partial Section 21 schools' Municipal accounts. Ensure the effective, efficient and economic utilization of allocated resources. Develop an operational plan for the sub-directorate and ensure that it's aligned to business objectives, goals and approved budgets. Identify and manage subordinates' development needs. Conduct performance assessments for subordinate personnel. Support and monitor subordinates' performance.
<u>ENQUIRIES</u>	:	Ms Khomotso Mpadiasang Tel No: (011) 355 1527.
<u>POST 07/46</u>	:	<u>SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: HO2022/02/61</u> Directorate: Legal Services
<u>SALARY</u>	:	R480 927 - R1 157 940 per annum (salary to be determined in accordance with experience as per OSD determination).
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Degree in LLB plus minimum of 8 years post-qualification Legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law and Promotion of Administrative Justice Act is imperative. The ability to work long hours and under pressure. A valid driver's license. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
<u>DUTIES</u>	:	Coordinate legal investigations and implementation plan of recommendations. Attend to all statutory Appeals to the MEC. Do research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to drafting of Provincial Laws, Regulations and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director. Manage and coordinate the collection of data and information. Coordinates write and analyse reports from Districts and schools.
<u>ENQUIRIES</u>	:	Adv. Ntini Mashigo Tel. No: (011) 355 0505.
<u>POST 07/47</u>	:	<u>PHYSICAL RESOURCE PLANNER REF NO: HO2022/02/63</u> Directorate: Infrastructure Planning and Property Management
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized Degree (NQF Level 7) qualification in Town Planning, Architecture or Architectural Technology plus minimum of three years appropriate experience after qualifications has been obtained. Valid

Drivers' Licence. Computer literate. Knowledge: Understanding of the South African Schools Act of 1996, Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure of 2013, Spatial Planning Systems and Norms of government, Public Finance Management Act (PFMA), Treasury Regulations, including the Framework for Infrastructure Delivery and Procurement Management (FIDPM), Government Immovable Asset Management Act (GIAMA) of 2007, Occupational Health and Safety Act of 1993. Skills: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage National Education Infrastructure Management System (NEIMS) and other education infrastructure related planning data, GIS and related Facilities Management systems, ability to apply the education priorities in terms the physical resource planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.

DUTIES : Provide physical resources planning inputs to the Infrastructure Asset Management Plan and budget. Conduct needs assessments of schools' infrastructure to update the NEIMS from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.

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

POST 07/48 : **LEGAL ADMIN OFFICER (MR5) REF NO: HO2022/02/62**
Directorate: Legal Services

SALARY : R378 990 – R926 193 per annum (salary to be determined in accordance with experience as per OSD determination).

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate Degree in LLB plus minimum of 8 years post-qualification legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law is imperative. The ability to work long hours and under pressure. A valid South African Driver's License. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.

DUTIES : Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation on behalf of the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Monitor reviews of the law. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director.

ENQUIRIES : Adv. Ntini Mashigo Tel. No: (011) 355 0505

DEPARTMENT HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 18 March 2022 No late applications will be considered.

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

candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 07/49** : **DEPUTY DIRECTOR: GEYODI REF NO: REFS/013312**
- SALARY** : R744 255. per annum (All Inclusive)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus an appropriate bachelor's degree (NQF Level 7) in Public Administration / Public Management / Social/ Human Science/Business Management/Business Administration/Commerce/ or relevant qualification as recognised by SAQA. 5 years' experience in public sector preferably in either transformation / mainstreaming/ monitoring & evaluation, human settlements environment. Must have a valid driver's license. Competencies: Analytical skills, organising skills, ability to manage meetings, communication skills (both verbal and written), report writing, negotiation skills, knowledge of strategic planning process and departmental programmes. Broad knowledge of public policy priorities and legislative and policy frameworks, international treaties and other prescripts applicable to youth, gender and people with disabilities. Understanding monitoring and evaluation of policies and programmes related to youth, gender, elderly and people with disabilities.
- DUTIES** : Analyse Departmental Annual Performance Plan to ensure that vulnerable groups targets are incorporated and budgeted. Track and monitor departmental units and implementing agent's performance on youth, people with disabilities, elderly & gender targets and plans from the relevant business units. Develop and monitor implementation of corrective action plans on mainstreaming of youth, people with disabilities, elderly & gender with the business unit across the department and implementing agents. Conduct advocacy sessions on youth, people with disabilities, elderly and gender. Forge and maintain relations with targeted groups stakeholders including providing feedback on policy developments and participating at the GPG Broader forums. Coordinate the commemorative months / days in line with government programme e.g. Youth Month, Women's Month, Elderly Month, PWDs Month, 16 Days of Activism. Develop and submit monthly reports and quarterly analytical report on the overall performance of targeted groups within the department.
- ENQUIRIES** : Ms. Khosi Kunene Tel No: 072 315 992
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

DEPARTMENT OF HEALTH

ERRATUM: Ekurhuleni Health District: Kindly note that the following post Deputy Director: Logistics and Supply Chain Management with Reference No: EHD2022/02/15 were advertised in Public Service Vacancy Circular 06 OF 2022 posting date: 18 February 2022. The duties have been amended as follows: Duties: Responsible for developing, maintaining and monitoring effective and efficient systems related to the Demand, Acquisition, Warehouse, Disposal, Asset and records Management. Plan and forecast demand for all business units. Procure goods and services for the whole District. Provide administration support to management. Monitor all reports from supervisors. Compile and distribute reports. Management of Supply Chain, Logistics, Asset and Records Management Units. Facilitate Committee meetings relevant to Supply Chain, Logistics, Asset and Records Management according to Legal prescripts. Effective and efficient management of all resources including management of staff development and overall supervision within the mentioned business units. Conduct in service training. Conflict resolution. Responsible for Logistics, Supply Chain, Records and Asset Management planning, budgeting, and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.(Contracting, quarterly review final assessment). Perform all other duties that are delegated by the Supervisor/Manager. The closing date has been extended to 18 March 2022. **Maxeke Johannesburg Academic Hospital:** Kindly note that the post of Porter Supervisor (Re-Advertisement) Directorate: Logistics (for

Charlotte) without Ref No: REFS/013219 advertised in Public Service Vacancy Circular 06 OF 2022 dated 18 February 2022, the Salary of the post has been amended as follows SALARY: R 147 459.00 (per annum plus benefits). People who applied are encouraged to re-apply, the closing date has been extended to the 11 March 2022.

OTHER POSTS

- POST 07/50** : **CLINICAL MANAGER REF NO: SMUCM/01/22**
Directorate: Office of the Chief Executive Officer
- SALARY** : R1 191 510 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Dentist. Minimum of 3 years appropriate experience as Dentist after registration with the HPCSA as a Dentist (independent practice), with some experience working in a dental training environment as a clinical instructor. A management degree such as MBA or its equivalent would be an added advantage.
- DUTIES** : The incumbent will assist the Chief Executive Officer in managing the clinical training platforms within and outside the SMU Oral Health Centre. Teaching/training undergraduate dental students. Prepare and delivers Dental lectures in Integrated Clinical Dentistry. Conduct research, including facilitating the operations of a new initiative-dental practice –based research network. Maintain physical and electronic records. Use technology to effectively achieve workplace objectives. Plan, organize and allocate work to clinical staff. Plan and monitor the delivery of dental services at SMU Oral Health Centre as part of service quality assurance.
- ENQUIRIES** : Prof SJH Hendricks Tel No: (012) 521 4800
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
- FOR ATTENTION** : Ms Pretty Rangoato
NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
- CLOSING DATE** : 11 March 2022
- POST 07/51** : **MEDICAL SPECIALIST GRADE 1 REF NO: SBAH: 023/2022**
Directorate: General Surgery
- SALARY** : R1 122 630.per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBCHB MMED (SURG), FCS (SA) or equivalent. A valid registration with the HPCSA as an independent medical practitioner.
- DUTIES** : Act as a fellow in the division of surgical gastroenterology performing clinical, teaching and research tasks. Surgical gastroenterology case load. Management including clinics, wards and theatre. This appointment is on a joint Gauteng Department of Health and Social Services and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage. This will be a two years training contract.
- ENQUIRIES** : Prof. TV Mulaudzi Head of General Surgery Department Tel No: 012 354 2099
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve

Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 11 March 2022
- POST 07/52** : **MEDICAL SPECIALIST: REF NO: SBAH: 024/2022**
Directorate: Department of Obstetrics and Gynaecology
- SALARY** : R1 122 630.per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB and FCOG (Obstetrics and Gynaecology) Registration with the HPCSA as a specialist obstetrician and gynaecologist
- DUTIES** : The successful candidate will work predominantly in the obstetric unit of the department but will be required to assist with general gynaecological services at Steve Biko Academic Hospital and its referral hospitals. This includes allocation of after-hours services. The post includes teaching and training of under- and post-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs
- ENQUIRIES** : Prof. Soma-Pillay Head of Department Tel No. 012 354 2366
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 11 March 2022
- POST 07/53** : **REGISTRAR REF: UPOHC/ CM/0001/2022**
Directorate: Community Dentistry
- SALARY** : R833 223 – R871 593. per annum (All- inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A BChD / BDS degree and currently registered with the HPCSA as a dentist in the category Independent Practice. A minimum of two years' experience as a general dental practitioner after completing community service. Recommendations A post graduate qualification in Public Health or a Masters in Dentistry. Research publications and research presentations. Experience working in the field of community dentistry and the ability to work with communities is recommended.
- DUTIES** : The candidate will be expected to carry out all responsibilities and requirements necessary for the completion of the MChD degree for Community Dentistry. These duties include successfully completing modules in public oral health, epidemiology, basic biostatics, dental public health and others. The duties also include teaching and supervision of undergraduate students in other activities that may be assigned by the head of the department.
- ENQUIRIES** : Prof A Bhayat. Tel No: 012 319 2299
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms SM Maleswena, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. SM Maleswena PO Box 1266, Pretoria, 0001.
- NOTE** : 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.
- CLOSING DATE** : 11 March 2022
- POST 07/54** : **REGISTRAR: REF NO SBAH: 025/2022**
Directorate: General Surgery
- SALARY** : R833 523.per annum plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
 : MBChB or equivalent. A valid registration with the HPCSA as an independent medical practitioner

DUTIES : The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations subject discussions and attendance of the post graduate programmes. The academic and training requirements includes passing primary and intermediate exams of the College and a research dissertation for University of Pretoria MMed (Chir)

ENQUIRIES : Prof. TV Mulaudzi Head of General Surgery Department Tel No: 012 354 2099

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/55 : **DENTIST GRADE 1 (DEVELOPMENTAL) REF NO: SMUDOP/01/22**
 Directorate: Oral Pathology

SALARY CENTRE REQUIREMENTS : R809 067 per annum (All Inclusive)
 : SMU Oral Health Centre
 : Appropriate qualification that allows registration with HPCSA as a Dentist. Experience in working in rural institutions e.g., Clinics, Community Health Centres or District hospitals. Keen interest in becoming a registrar in the Oral Pathology. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in Oral Pathology clinical settings which will reflect an interest in Oral Pathology domain. No transfer to other Dental Schools in SA during the 2-year contract period allowed.

DUTIES : During the contracted period, the incumbent will be expected to work side by side with registrars at Oral Pathology, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also: Register for Primary subjects i.e, Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar's post. The primary subjects may also be acquired through CMSA.

ENQUIRIES APPLICATIONS : Dr B Bunn Tel No: (012) 521 4839
 : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION NOTE : Ms Pretty Rangoato
 : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic but is earned

CLOSING DATE : 11 March 2022

POST 07/56 : **DENTIST (DEVELOPMENTAL) REF NO: SMUDO/01/22**
 Directorate: Orthodontics

SALARY : R809 067 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Current Registration with the HPCSA as a Dentist. At least 2 years in Working in Dentistry (Private or Public). Experience in working in Rural Health institutions e.g., Clinics, Community Health Centres or District Hospitals. Interest in becoming a Registrar in Orthodontics. Minimum 65% in the module Orthodontics in the final year of study. This is Full Time Postgraduate Training Program. Experience in teaching undergraduates will be an advantage. No transfer to other Dental Schools in SA during the 2-year contract period allowed.

DUTIES : During the contract period, the incumbent will be expected to render services in the department of Orthodontics as shall have been prescribed by the HOD and this included teaching/training and supervising undergraduate students, service delivery in the department as well as other areas within the hospital. As part of development, the incumbent will be expected to also Register for an MDS and meet all the requirements of the degree within the two-year period. Failure to meet the annual requirements may lead to disqualification from the contract

ENQUIRIES : Prof Sethusa Tel No: (012) 521 4853
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic but is earned!

CLOSING DATE : 11 March 2022

POST 07/57 : **DENTIST (DEVELOPMENTAL) REF NO: SMUOMP/01/22**
 Directorate: Oral Medicine and Periodontology

SALARY : R809 067 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Experience in Oral Medicine and Periodontology; at least 1-year post-community service experience. Work experience in a rural setting, and any post-graduate development in Periodontology and Oral Medicine will be advantageous. Interest in becoming a registrar in the above disciplines.

DUTIES : During the contracted period, the incumbent will be expected to work side by side with registrars at Oral Medicine and Periodontology, to render patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre, and to engage in teaching and learning activities with undergraduate students as directed by supervisor. In light of the developmental nature of the post, the incumbent will be expected to register for at least primary subjects Anatomy, Physiology, Oral Biology and General Pathology. At the end of the 2 years the Primary subjects must be passed

ENQUIRIES : Prof NH Wood Tel No: (012) 521 3907
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room

S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic but is earned!

CLOSING DATE : 11 March 2022

POST 07/58 : **ASSISTANT MANAGER NURSING: SPECIALTY: GYNAE AND OBSTETRICS; REF NO: SBAH 026/2022**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R624 216.per annum (PN-B4)
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in advanced midwifery Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level/Operational Manager at a Public Institution. South African Nursing Council annual practicing certificate. Computer literacy. A valid driver's license. Service certificates. Strong leadership, good communication and sound and sound interpersonal skills are necessary.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

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

CLOSING DATE : 11 March 2022

POST 07/59 : **ASSISTANT MANAGER AREA: SPECIALITY/GENERAL OPHTHALMOLOGY; REF NO: SBAH 027/2022**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R624 216.per annum plus benefits (PN-B4 / PN-A7)
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a

Professional Nurse. A post basic qualification with the duration of at least 1 year diploma in Ophthalmology Nursing. Degree /diploma in Nursing Management. PN-B4 A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate. Recognizable experience after obtaining 1 year post basic qualification in Ophthalmology Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy. PN-A7 A minimum of 8 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be experience in an Ophthalmology Nursing. At least 3 years of the period referred to above must be recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate and be computer literate

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

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

CLOSING DATE : 11 March 2022

POST 07/60 : **OPERATIONAL MANAGER NURSING: SPECIALTY-MULTYDISCIPLINARY ADULT HIGH CARE UNIT REFS NO: SBAH 028/2022**
 Directorate: Nursing
 (Re-Advertised)

SALARY CENTRE REQUIREMENTS : R571 242 per annum plus benefits (PN-B3)
 : Steve Biko Academic Hospital
 : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year diploma in Critical Care Nursing Science. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing . At least 5 years of the period referred to above must be appropriate/ recognizable experience in the relevant discipline, after obtaining the one year post basic qualification in Critical Care Nursing Science. Diploma/ degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Computer literate. A valid driver's license. Service certificates are compulsory. Verifiable proof of experience. Strong leadership, good communication and sound interpersonal skills are important.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

ENQUIRIES APPLICATIONS : Ms. AM Mowayo Tel No: 012 354 1300
 : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.

Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/61 : **OPERATIONAL MANAGER: TRANSPLANT&ORTHOPAEDIC HIGH CARE UNIT (RE-ADVERTISED) REF NO: SBAH029/2022**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R571 242 per annum plus benefits (PN-B3)
Steve Biko Academic Hospital
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year diploma in Nephrology Nursing Science. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing . At least 5 years of the period referred to above must be appropriate/ recognizable experience in the relevant discipline, after obtaining the one year post basic qualification in Nephrology Nursing Science. Diploma/ degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Computer literate. A valid driver's license. Service certificates are compulsory. Verifiable proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates

ENQUIRIES APPLICATIONS : Ms. AM Mowayo Tel No: 012 354 1300/1976
Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022:

POST 07/62 : **OPERATIONAL MANAGER NURSING – TRAUMA AND EMERGENCY (SPECIALITY) REF NO: OPM/CARLT/02/2022 (1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum (Plus Benefits)
Carletonville Hospital
Matric certificate. Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent that allows registration with the South African Nursing Council (SANC). A post basic nursing qualification in Trauma and emergency Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with SANC as a professional nurse. Current SANC receipt for 2022. A minimum of 9 years appropriate /recognizable experience in nursing after registration as a general nurse and midwife. At least 5 years of the above should be experience in the Emergency and Trauma unit after obtaining the 1 year post basic qualification in the field and in a hospital environment. Driver's license. Must be computer literate. Knowledge And Skills: Leadership, management, planning, organizing and co-ordination skills. The incumbent must have knowledge of relevant Acts, prescripts, policies, guidelines and procedures governing the health care system and be able to deliver services efficiently and effectively. Good interpersonal and communication skills.

DUTIES : Ability to plan and organize including monitoring the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients and that must be based on the scientific principles. To delegate and support staff in the execution of quality patient care. To provide direct and indirect supervision of all nursing staff, other clinicians and housekeeping. Identify staff training needs of subordinates, monitor performance and ensure effective development thereof. Exercise control of

discipline, grievance and labor relations in terms of the legal frameworks of the department. Take charge ship of the hospital in the absence of the senior managers after hours and report. Monitoring service standards and maintaining the set norms and standards of the department. Demonstrate knowledge of the Covid 19 protocols and standards of IPC. Knowledge of Ideal Hospital Realization Framework and management of patient safety incidents. Utilize all resources affectively and efficiently in the specialized department.

- ENQUIRIES APPLICATIONS** : Mrs. K J. Netshidzati, Tel:0187881709
- NOTE** : Applications must be submitted at: Carletonville Hospital or mailed the following address Corner Falcon and Annan road or be posted to: The Human Resource Directorate, Carletonville Hospital, Private bag x2023.Carletonville 2499.
- NOTE** : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and it must be completed in full, copy of CV, copies of identity book (ID) and qualifications must be attached. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.
- CLOSING DATE** : 11 March 2022
- POST 07/63** : **ASSISTANT MANAGER NURSING PN-A7: GENERAL REF NO: REFS/006568 (1X POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R571 242 – R662 223.per annum (plus benefits)
: Dr Yusuf Dadoo Hospital Province: Gauteng
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/ degree in Nursing Management qualification registered with South African Council. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at a hospital, i.e. Operational manager level. South African Nursing Council annual practicing certificate. Valid EB driver's license. Computer literacy. Verified proof of experience. Service certificate. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work) Participate in the analysis, formulation and implementation of nursing guidelines, practices, standard and procedures. Manage Human resource and Performance Management and Development system. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth/ethics and development of self and subordinates. Implement and monitoring of Continuous Professional Development. Provide guidance and mentorship of Operational Managers under her/his supervision. Knowledge of data management in the hospital setting. Clear understanding and implementation of ideal hospital realization frame work. Broad knowledge of management of patient safety incidence.
- ENQUIRIES APPLICATIONS** : Ms. DS Ngwenya: Tel (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.
- 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** : 11 March 2022
- POST 07/64** : **OPERATIONAL MANAGER NURSE SPECIALITY (PNB3) REF NO: JUB 06/2022**
Directorate: Nursing Services (Trauma and Emergency)
- SALARY** : R571 242 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic R425 Diploma/Degree or equivalent qualification in Nursing and Midwifery registered with the South African Nursing Council. A minimum of 9 years recognizable experience in Nursing and at least the 5 years of the above should be relevant experience after obtaining the Post basic qualification. Must be computer literate. Demonstrate understanding of HR Policies and sound financial management knowledge and understanding inclusive of policies and guidelines governing the public institutions. Demonstrate good communication skills and reporting
- DUTIES** : Supervise and evaluate quality of nursing care directed by Professional Scope of Practice, Legal Framework, Norms and Standards in Nursing care management, Guidelines and protocols in public service management and care. Manage resources effective and efficiently in the unit. Compose and analyze reports to improve quality of care. Participate in in-service training, research, and self-development as Operational Manager at Accident and Emergency unit in the hospital. Participate in the implementation of the Hospital Core Standards including ideal Hospital Realization and Management System.
- ENQUIRIES** : Ms Aphane K.J Tel No: (012 717 9300)
APPLICATION : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies).General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 11 March 2022 Time: 16:00
- POST 07/65** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: REFS/006569 (1X POST)**
Directorate: Clinical
- SALARY** : R473 112 – R525 087 per annum (OSD)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Diploma/ B-Tech or an appropriate qualification that allows for registration with Health Professions Council of South Africa. Proof of current registration with the Health Professions Council of South Africa as a Radiographer must be attached. At least 6 years' experience as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. At least 3 years of the period above must be appropriate /recognisable experience on management.
- DUTIES** : Render radiographer assessment to patients. Expose and process films, ensure X – rays are taken and meet high professional standards. Make sure that regulations pertaining to radiation protection and safety adhere to budget control. Supervise subordinates. Ensure regular repair of X-ray equipment's.

		Perform staff performance evaluations. Attend management meetings and report to staff accordingly.
<u>ENQUIRIES</u>	:	Dr. AP Molamu, Tel No: 011 951 6181
<u>APPLICATIONS</u>	:	must be submitted to Dr Yusuf Dadoo Hospital, The Human Resource Department, Cnr Memorial and Hospital Road, Krugersdorp 1740 or posted to, Dr Yusuf Dadoo Hospital, Private bag x2006, Krugersdorp, 1740. The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form (Only New Z83 Will Be Accepted) and it must be completed in full, copy of CV, copies of ident ID (Smart ID card copy must show both sides of the ID card) and qualifications must be attached. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification.
<u>CLOSING DATE</u>	:	11 March 2022
<u>POST 07/66</u>	:	<u>OPERATIONAL MANAGER GRADE 1 – GENERAL NURSING REF NO.04/2022 (1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R450 939 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Registration with SANC as a Professional Nurse and proof of current registration. Seven years' appropriate experience as a nurse after registration with SANC in general nursing. Candidate to have supervisory experience, computer literacy and HAST management will be an added advantage. Ability to work under pressure and independently.
<u>DUTIES</u>	:	Demonstrate an in-depth understanding of nursing legislation and related and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with patients and relatives, supervisors, other health professional and junior colleagues including more complex report writing when required. Work as part of the multidisciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively, and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Ensure that the environment complies with Health and Safety Act and infection and prevention control policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Compile and understand statistics.
<u>ENQUIRIES</u>	:	MS M. R. Molete. Tel: (016) 428 7117
<u>APPLICATIONS</u>	:	Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging 1939.
<u>NOTE</u>	:	Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate
<u>CLOSING DATE</u>	:	11 March 2022
<u>POST 07/67</u>	:	<u>OPERATIONAL MANAGER GENERAL GRADE 1 REF NO: JUB 05/2022</u> Directorate: Nursing Services
<u>SALARY</u>	:	R450 939 per annum
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery. Minimum of 7 (seven) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC IN General Nursing. Diploma/Degree in Nursing

- management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificate compulsory. South African Nursing Council annual practicing certificate. Valid driver's license to be attached.
- DUTIES** : Supervise and ensure the provision of the effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the Nursing care plan and evaluation according to Nursing scope of practice. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationship with Nursing and other stakeholders. Participate in the analysis, formulation of and implementation of the Nursing guidelines, protocols, standard operating procedures. Practice Norms and standards. Maintain professional growth/ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance.
- ENQUIRIES APPLICATION** : Ms. Aphane K.J Tel No: (012 717 9300)
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies).General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 11 March 2022 Time: 16:00
- POST 07/68** : **CLINICAL PROGRAM COORDINATOR CETU & STAFF DEVELOPMENT)**
REF NO: REFS/006570
Directorate: Nursing
Re- advertisement
- SALARY CENTRE REQUIREMENTS** : R450 939 – R507 531 per annum (OSD) (plus benefits)
: DR Yusuf Dadoo Hospital Province: Gauteng
: 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms. DS Ntshingila Tel No: 011 951 6103

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. Those who applied before are welcome to re-apply.

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 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 to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 11 March 2022

POST 07/69 : **SPECIALTY NURSE, MATERNITY REF NO. 03/2021 (1 POST)**
Directorate: Nursing

SALARY : Grade 1: R388 974. per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Advanced Midwifery and Neonatal Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.

DUTIES : Demonstrate an understanding of legislation and related legal and ethical nursing practices. Perform a clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through setting of standards, policies and procedures. To provide the nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render ante-natal care, intrapartum care, post-natal care and neonatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme, EMTCT, MBFI and ESMOE

ENQUIRIES : MS ME Polo. Tel: (016) 428 7130

APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging, 1939.

NOTE : Fully completed Z83, CV, copies of ID and qualifications must be submitted. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.

CLOSING DATE : 11 March 2022

POST 07/70 : **SPECIALTY NURSE, TRAUMA REF NO. 02/2022 (1 POST)**
Directorate: Nursing

SALARY : Grade 1: R388 974 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. The candidate must also have a post basic diploma in Trauma and Emergency Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.

- DUTIES** : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Have knowledge and impact of the Ideal Hospital components on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyze statistics. Provide a plan for effective training and research.
- ENQUIRIES** : MS ME Polo. Tel: (016) 428 7130
- APPLICATIONS** : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging, 1939.
- NOTE** : Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.
- CLOSING DATE** : 11 March 2022
- POST 07/71** : **DENTAL THERAPIST REF NO: SMUDT 01/22**
Directorate: Community Dentistry
- SALARY** : R322 746 per annum (plus other benefits)
- CENTRE** : SMU Oral Health Centre
- REQUIREMENTS** : A degree in Dental Therapy: Registration with The Health Profession Council of South Africa as a Dental Therapist. At least 5years experience as a Dental Therapist. The candidate should provide evidence of the above with the application.
- DUTIES** : As a joint appointee between the Department of Health and Sefako Makgatho Health Sciences University the incumbent is expected to undertake the following duties: Teaching and Learning of Dental Therapy and Oral hygiene student, Assessment and evaluation of Teaching and Learning of Dental Therapy and Oral hygiene students, participate in the Departmental Community based programme in providing service-learning programme involving community engagement, reflections Coordinate and manage community-based programmes in communities, Participate in Departmental Research activities, participate in curriculum development issues as when required, Provide clinical service to SMUOHC Manage own patients, be involved in administrative activities of the department.
- ENQUIRIES** : Prof D .Pagollang Motloba Tel No: 012 521 5767/4848
- APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
- FOR ATTENTION** : Ms Pretty Rangoato
- NOTE** : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
- CLOSING DATE** : 11 March 2022
- POST 07/72** : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3: REF UPOHC/DR/0002/2022**
Directorate: Oral Pathology and Oral Biology
- SALARY** : R322 746 – R540 954 per annum (Plus Benefits)
- CENTRE** : University of Pretoria Oral Health Centre

- REQUIREMENTS** : Diploma/ B-RAD/ B-TECH in Diagnostics Radiography. Current and valid registration with the HPCSA. At least one (1) year experience as a Diagnostics Radiographer. Computer Literacy is compulsory as the section is digitalized. Recommendation Experience in the Dental environment is recommended. Experience with PACS administration, exposure to specific administration related to SAHPRA radiation control regulations will strengthen the application. Good interpersonal and communication skill are expected.
- DUTIES** : Diagnostic Radiography in a Dental Hospital to ensure quality service delivery and radiation protection. Teaching, training and assessment of Oral Hygiene and Dental students will be expected. Undertake quality control checks on X-rays Machines and associated equipment according to the current legislation. Ensure monthly stock counts and statistics recording. Department duties may be assigned to the candidate.
- ENQUIRIES APPLICATIONS** : Mr SN Mohlala. Tel No: 012 319 2516
: Quoting the relevant reference number. Direct applications must be delivered to Ms L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : 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.
- CLOSING DATE** : 11 March 2022
- POST 07/73** : **LABOUR RELATIONS OFFICER REF NO: LRO/SRH/01/22**
Directorate: Human Resources Department
- SALARY** : R261 372 Per annum (Plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Three-year National Diploma (NQF 6) / Degree (NQF 7) in Human Resources Management / Labour Law / Labour Relations as recognised by SAQA, with a minimum of 2 years' experience in Labour Relation or Grade 12 qualification with five (5) years demonstrable experience in Labour Relations in the Public Service. Valid driver's license. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Be able to work independently. Conflict management, Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be an added advantage.
- DUTIES** : Write Reports inter-alia Misconduct report and Grievance reports. Investigate allegations of misconduct and/or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings including CCMA cases. Management of strike. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of Code of Conduct. Support and/or advice management on progressive discipline. Be a link between Management and recognized Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Provision of advice to employees and management on labour relations matters.
- ENQUIRIES APPLICANT** : Ms. R.E Mlangeni. Tel No: 011 681 2009
: Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Soutrand@gauteng.gov.za. NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application,

- only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card.
- NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.
- CLOSING DATE** : 18 March 2022
- POST 07/74** : **MATERIAL RECORDING OFFICER MRO01/22**
Directorate: Supply Chain
- SALARY** : R261 372 per annum (plus other benefits)
- CENTRE** : SMU Oral Health Centre
- REQUIREMENTS** : Grade 12 and National Diploma in Purchasing / Logistics / Public Management & Administrations with 5 years' experience within all elements of Supply Chain management. Knowledge of management of commitments. Knowledge of systems and applications, SAP/SRM. Knowledge of PPPFA, PFMA, Treasury Regulations and BBBEE. Good communication skills, verbal and non-verbal. Strong communication skills, Excellent organizational and project management skills, Attention to detail, Creative problem-solving, A strategic and analytical mind. Ability to work under pressure. Computer literacy is essential. Shortlisted candidates will be required to undergo competency assessment prior / after the interview.
- DUTIES** : Oversee the unit responsible for the capturing of Requisitions (RLS 01). Ensure the accurate capturing of GRV's (RLS 02) and expediting of deliveries of ordered goods & services. Supervise, account and be responsible for all procurement activities within SCM. Implement internal control policies and procedures in relation to provisioning, administration manual and SCM prescripts. Manage the performance of all procurement staff members within SCM. Implements annual operational plan for the unit. Ensure that all required goods and services are procured in accordance with relevant procurement procedures and prescripts. Ensure daily expediting of the creation of purchase order number from Gauteng Hospital Processing Centre. Ensure effective maintenance of 0-9 file. Maintain proper, effective, and retrievable document filing system. Ensure that all stock transactions are promptly updated and recorded in relevant cards and files. Releasing of shopping carts on SRM system. Ensure that all goods and services are received and issued in line with the relevant procurement procedures and prescripts. Ensure that all goods and services ordered are delivered on due dates and are paid for. Ensure that disposal of expired or damaged stock is done in accordance with the relevant procurement procedure and prescripts. Conduct Stocktaking. Compile weekly, monthly and quarterly reports on commitments, daily clearing of Work cycle transactions. Compile and submit monthly reports. Implement Auditor – General recommendations. Communicate with all stakeholders' end-users about the status of their orders. Supervise staff.
- ENQUIRIES** : Mr B Makhubela Tel No: 012 521 4407
- APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
- FOR ATTENTION** : Ms Pretty Rangoato
- NOTE** : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
- CLOSING DATE** : 11 March 2022

POST 07/75 : **SERVER ADMINISTRATION (ICT) REF NO: SMUICT/01/22**
 Directorate: Office of the CEO/Dean

SALARY : R261 372 per annum (Level 07)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 and National Diploma / Degree in Information Technology and Computer Science, MCSE or MCITP will be an added advantage. Minimum 5 years practical experience in the provision and support of directory services & core server infrastructure and associated services. Knowledge of System Performance; Server Performance Management; TCP/IP, DNS and DHCP protocols; Windows and Linux Servers; Server Operations, Server applications, etc. Knowledge of both physical and virtualized servers, especially Hyper-V. Understanding of the government regulations. A solid understanding of hardware and software support for client system/solutions. Server & storage related technologies & related management toolsets and solutions. Service Management Systems (ASPECT /ARS/ITSM7) or equivalent applications. ICT Operational Trends; Network Operating Systems; Project Management; NOS/Active Directory/Virtualisation; Quality assurance standards; DNS, E-Mail, software deployment, Patch management, Core Stack builds; VPN technologies and concepts; Disaster Recovery; Virtualisation technologies and concepts; Computer and network security principles; Operating System Stack builds (OS Imaging); Service Level Management. Skills: Proficiency in maintenance of Core Server Infrastructure and Services (Patch management, Antivirus, DNS, DHCP, Agents etc.); Microsoft administration and related services; Virtualised server designs and support; Server monitoring; Server operating system rebuilds and restore; Domain controllers rebuild and restore. Communication skills, Interpersonal skills, Self-Management skills and Intellectual skills. Successful candidates must be able to work under-pressure.

DUTIES : Responsible for Overall planning of IT system for the hospital. Ensuring data integrity and network maintenance. Constantly monitoring the continuous functioning of the LAN, WAN Exchange services which includes Active directory and backup storage solutions. Configuration of computer hardware and software. Configure network switches and other devices and email accounts for all users in the hospital. Monitor Virus and spyware identification and removal. IT equipment maintenance and disposal by following prescribed procedure Ensuring weekly antivirus runs and updates software regularly. Monitor usage of leases machine and restriction of access. Install troubleshoot Citrix application, PAAB, Rx-Solution and Microsoft packages including Teams. Configure and support VOIP telephone system. Manage procurement of cell phones and hospital telephone expenditure. Assist with specification of ICT equipment. Attend relevant meeting and development opportunities. Develop, implement, and monitor related risk, IT policies and procedures. Relevant Public Service Regulations.

ENQUIRIES : Mr HH Hadebe Tel No: (012) 521 4913
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE : 11 March 2022

POST 07/76 : **ADMINISTRATION OFFICER- CRECHE PRINCIPAL REF NO: SBAH030/2022**
 Directorate: Nursing Crèche

SALARY : R261 372.per.annum (Level 7) (plus benefits)
CENTRE : Steve Biko Academic Hospital – Die Eike Care Centre
REQUIREMENTS : Grade 12. Early Childhood Development Qualification/Educational Leadership or equivalent qualification. At least 5 years' experience in early childhood development facilitation. ECD Management certificate and First-Aid certificate or experience will be an added advantage. Have general understanding of early childhood development stages of children from birth to school going age. Be creative and innovative. Be able to plan, control and organize the annual weekly teaching and training programmes. People management skills, good interpersonal relationship, good communication skills (written, verbal and non-verbal) and problem solving skills. Project management skills. Must have passion of working with children and parents. Be able to work in a team and under pressure.

DUTIES : Management of the Crèche facility. Supervision of children and subordinates. Plan and implement educational standards and goals. Establish SOP's, procedures manuals and teaching and training programmes within the agreed framework. Develop the curriculum and ensure the Crèche meet the standards set up by Department of Social Development and Department of Health as well as the laws of the county relating to children. Adhere to safety policies. Create a culture of learning. Effective utilization of human and financial resources. Encourage parents meetings. Responsible for Performance and Development Management of staff. Maintain good nutritional state of the children. Environmental safety render quality care to the children.

ENQUIRIES : Mrs. Mnyakeni MGK Tel No: 012 354 2365
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/77 : **PHARMACIST ASSISTANT (POST BASIC) GRADE1 REF NO: SBAH: 031/2022 (2X POSTS)**
Directorate: Pharmacy

SALARY : R211 509.per.annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the South Africa Pharmacy Council as a qualified Post Basic Pharmacist Assistant for a period of 0 to 5 years. Communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, administrative skills, time management, computer skills, good interpersonal skills, teamwork skills and knowledge of medicine supply management.

DUTIES : Stock control of medicine which includes, ordering, receiving, issuing and maintenance of stock. Compounding or preparation of sterile medicines in accordance with standard operation procedures. Provisioning of information. Reading and preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied. Any other task necessary for the provision of quality pharmaceutical services. Recording of all transactions in accordance to the standard operating procedure. Compliance to good Pharmacy Practice. Performing of after-hours service when required.

ENQUIRIES : Ms. Deysel L Tel No: 012 354 1282
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 March 2022

POST 07/78 : **PROFESSIONAL NURSE – GENERAL REF NO. 01/2022 (4 POSTS)**
Directorate: Nursing

SALARY : Grade 1: R260 760 per annum, (plus benefits)
Grade 2: R320 703 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R388 974 per annum, (plus benefits)</p> <p>Kopanong Hospital</p> <p>Grade twelve plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC as a Professional nurse must be available. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of the Ideal hospital components, Batho-Pele principles, Ministerial Priorities and Patients' rights.</p>
<u>DUTIES</u>	<p>Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Perform a clinical nursing practice in accordance with the nursing standards as determined by the Health Facility. Promote quality of nursing care as directed by the professional Scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other Clinicians, including report writing when required. Work as part of the Multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial or religious differences. Be able to plan and organize own work and support other personnel to ensure quality nursing care. Display caring attitude towards patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations. Be supportive to the manager to achieve the goals of the unit and that of the hospital.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>MS Polo ME Tel: (016) 428 7130</p> <p>Fully completed Z83, CV, certified copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging, 1939.</p>
<u>NOTE</u>	<p>Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from the HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.</p>
<u>CLOSING DATE</u>	<p>11 March 2022</p>
<u>POST 07/79</u>	<p><u>STAFF NURSE GRADE 1 REF NO. 05/2022 (4 POSTS)</u></p> <p>Directorate: Nursing</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R173 952 per annum (plus benefits)</p> <p>Kopanong Hospital</p> <p>Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.</p>
<u>DUTIES</u>	<p>Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>MS Polo ME Tel: (016) 428 7130</p> <p>Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging 1939.</p>
<u>NOTE</u>	<p>Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from the HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidates.</p>

CLOSING DATE : 11 March 2022

POST 07/80 : **DRIVER REF NO SGLC3/18/02/2022**
Directorate: Support Staff

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 04), (plus benefits)
: SG Lourens Campus
: Grade 10 /12 with 1 – 2 years' experience. A valid code 10 (C) drivers' licence with PDP (willing to renew at own expense). Experience in the public service environment will be an added advantage. Knowledge of Batho Pele Principles. Ability to perform routine tasks. Knowledge of Government Fleet and transport policies will be an added advantage. Good command of English language. Ability to work under pressure. Sound interpersonal relations.

DUTIES : Transport officials and correspondence to and from various destinations. Follow procedures to operate vehicles. Obtain trip authorities, complete logbooks of motor vehicles as prescribed by legislation/policy. Inspecting vehicles and report defects for timeous repairs to transport manager. Check level of fuel, oil, tyres and water vehicles. Perform messenger functions and routine office support functions as well as registry functions. Promote proper handling, safekeeping and control of vehicles. Ensure cleanliness and maintenance of the car. Excellent time management and ability to adhere to a schedule. Ability to work in a team. Expected to work on weekends/public holidays. Have initiative and problem-solving skills. Ability to handle confidential information.

ENQUIRIES APPLICATIONS : Ms JE Malobola, Tel No (012) 319 5601
: All applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001

NOTE : must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV), Identity document and qualification which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint.

CLOSING DATE : 11 March 2022

POST 07/81 : **CLEANER SUPERVISOR REF NO: REFS/006572 (X1 POST)**
Directorate: Support

SALARY CENTRE REQUIREMENT : R147 459 – R173 706 per annum (plus benefits)
: DR Yusuf Dadoo Hospital Province: Gauteng
: Grade10/ Abet level 4 or equivalent qualification with at least 10 years' experience in cleaning section and hospital environment. Ability to supervise junior colleagues, knowledge of disciplinary procedures, knowledge of work scheduling and willing to work shifts. Knowledge of cleaning services and location of clinical areas of the hospital. General knowledge of infection control and OHS.

DUTIES : Responsible for supervisory function in terms of daily activities in the cleaning section. Monitor all work done by junior colleagues and workstations. Ensure control of cleaning equipment's. Ensure availability of cleaning materials and usage. Ensure adherence to cleaning standards of hospital. Contracting of junior colleagues and evaluation of quarterly review. Monitor the attendance register on daily basis and ensure that shortage is covered. Develop cleaning schedule for cleaners. Create teams for different areas in terms of cleaning needs.

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** : 11 March 2022
- POST 07/82** : **NURSING ASSISTANT GRADE 1 REF NO. 06/ 2022 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R134 514 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : 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 a team.
- DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and 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 the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.
- ENQUIRIES** : MS Polo ME. Tel: (016) 428 7130
- APPLICATIONS** : Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging 1939.
- NOTE** : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from the HR office People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidates.
- CLOSING DATE** : 11 March 2022
- POST 07/83** : **NURSING ASSISTANT GRADE 1 REF NO: REFS/006571 (X3 POSTS)**
- SALARY** : R134 514 – R151 401 per annum (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital Directorate: Nursing Province: Gauteng
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms. DS Ntshingila, Tel No: 011 951 6103
- 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 : 11 March 2022

POST 07/84 : **OPERATOR REF NO: SMUO02/21 (X3 POSTS)**
 Directorate: Auxiliary Services
 Re-advertisement post, those who previously applied are encouraged to re-apply

SALARY : R124 434 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 or equivalent. One year experience as an operator. Good interpersonal and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure.

DUTIES : Responsible to ensure that the instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of instruments, and non-instrument packs. Issue and receive instruments and equipment to students and keep records. Pack and check receive sterile on shelves. Unpack clean linen from linen room. Pack cotton wool and gauze. Assist with stats of sets used. To wash, pack and sterilized used equipment. Issue and receive gowns. Clean auto claves. Work under supervision under the supervision of the Dental Assistant.

ENQUIRIES : Ms Peteke Tel No: 012 521 5671
APPLICATIONS : Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 11 March 2022

POST 07/85 : **OPERATOR REF NO: REFS/006573 (X1 POST)**
 Directorate: Nursing

SALARY : R124 434 – R146 577 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS : Grade 10, be able to read and write. Good communication skills. Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure. Shift work compulsory.

DUTIES : 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.

ENQUIRIES : Ms. TA Montshiwa, Tel No: 011 951 6115
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 : 11 March 2022

POST 07/86 : **LAUNDRY REF NO: REFS/006574 (X1 POST)**

Directorate: Support

SALARY : R104 073 – R122 592 per annum, (plus benefits)

CENTRE : Dr Yusuf Dadoo Hospital Province: Gauteng

REQUIREMENTS : Abet level 4 be able to read and write. Basic numeric and literacy skills, communicate well with other people. Laundry experience will be added advantage.

DUTIES : Sort, count and record dirty linen iron fold. Count and record laundry and seal linen bags, collect and deliver linen bags to and from all departments, load in and off load the linen bags. Operate various laundry i.e. washing, dryers, ironing and pressing. Assist with mending clothes when needed.

ENQUIRIES : Ms. M Mabuso Tel No: 011 951 6053

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 including matric, SANC registration as a certificate and proof of current registration. 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 : 11 March 2022

POST 07/87 : **CLEANER REF NO SGLC1/18/02/2022 (X4 POSTS)**

Directorate: Support Staff

This is a re-advertisement. All candidates who applied previously must re-apply.

SALARY : R104 073 per annum, (plus benefits)

CENTRE : SG Lourens Campus

REQUIREMENTS : Minimum of Grade 10 / Abet level 4. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate cleaning equipment and machinery. Must be willing to learn and use different cleaning equipment and detergents. Good command of English language. Ability to work under pressure. Sound interpersonal relations.

DUTIES : Cleaning offices, corridors, elevators and boardrooms. To provide a high standard of hygiene and cleanliness. Daily cleaning of the Campus facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways.

ENQUIRIES : Ms JE Malobola, Tel No (012) 319 5601

APPLICATIONS : All applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001

NOTE : must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV), Identity document and qualification which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to a pre-

employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint.

CLOSING DATE

: 11 March 2022

POST 07/88

: **GROUNDSMAN REF NO: 2/18/02/2022**

Directorate: Support Staff

SALARY

: R104 073 per annum, (plus benefits)

CENTRE

: SG Lourens Campus

REQUIREMENTS

: Minimum of Grade 10 / Abet level 4. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate cleaning equipment and machinery. Must be willing to learn and use different machinery, tools or equipment. Good command of English language. Ability to work under pressure. Sound interpersonal relations.

DUTIES

: Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Remove weeds and garden refuse. Cultivate the soil for trees and flowers. Maintain garden equipment and tools. Detect and report malfunctioning of garden equipment and tools.

ENQUIRIES

: Ms JE Malobola, Tel No (012) 319 5601

APPLICATIONS

: All applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001

NOTE

: must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV), Identity document and qualification which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint.

CLOSING DATE

: 11 March 2022

POST 07/89

: **HOUSE HOLD AID REF NO: REFS/006575 (X1 POST)**

Directorate: Support

SALARY

: R104 073 – R122 592 per annum (plus benefits)

CENTRE

: Dr Yusuf Dadoo Hospital Province: Gauteng

REQUIREMENTS

: Grade 10, 2 years' experience in house hold or cleaning department. Ability to perform cleaning duties, refuse removal and inventory. Provide customer care to both internal and external stake holders. Knowledge on safety measures relevant to nurses' residence.

DUTIES

: Cleaning of floor, windows, steps and verandas. Sweeps, mop and polishing furnishes. Communicating with supervisor on student accommodation and problems in residence. Ensure a safe, clean and pleasant environment for student. Assisting of checking of room when resident vacate.

ENQUIRIES

: Ms. BR Stasea Tel No: 011 951 6164

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** : 11 March 2022
- POST 07/90** : **CLEANER REF NO: REFS/006576 (X5 POSTS)**
Directorate: Support
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (plus benefits)
: Dr Yusuf Dadoo Hospital Province: Gauteng
: Basic literacy/Abet. 2 years' experience in cleaning environment. Good interpersonal skills, be reliable and be able to work under pressure. Have physical endurance to perform cleaning duties. Provide excellent level of customer care to both internal and external costumers. Comply with safety policies and cleaning equipment's. Shift work compulsory.
- DUTIES** : Clean and disinfect sinks, counter tops, toilets, mirrors, etc. replenishes bathroom supplies. Polish metalwork such as fixtures and fittings. Sweep, mop, dump dusting, scrubbing, waxing, polishing furnishers, sluice dirty linen and hanging curtains. Wash windows, walls, doors, panel and handles. Empty waste baskets and recyclables and transport to disposable area. Do other additional tasks which are given to you by supervisor or those in authority.
- 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** : 11 March 2022
- POST 07/91** : **PORTER REF NO: REFS/006577 (X1 POST)**
Directorate: Support
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (plus benefits)
: Dr Yusuf Dadoo Hospital Province: Gauteng
: Abet or equivalent qualifications. Ability to read and write. Be prepared to work shifts and under pressure. Must have sound interpersonal relations, 2years experience in hospital environment.
- DUTIES** : transport patients from registration point to different clinical point within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to stretchers. Cleaning of wheelchairs at all times. Enter patients' data on porters' registration at emergency area.
- 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** : 11 March 2022

- POST 07/92** : **FOOD SERVICE AID REF NO: REFS/006561 (X1 POST)**
Directorate: Support
- SALARY** : R104 073 - R122 592 per annum (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital Province: Gauteng
- REQUIREMENTS** : Abet/ equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.
- DUTIES** : perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment's and also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty rooster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.
- ENQUIRIES** : Ms. PE Mantjane, Tel No: 011 951 6036
- 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** : 11 March 2022

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV only shortlisted candidates will submit certified documents. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 11 March 2022
- NOTE** : Applications must be submitted on new z83 form, 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

MANAGEMENT ECHELON

- POST 07/93** : **DIRECTOR: SUPPLIER DEVELOPMENT AND MANAGEMENT REF NO:**
 Re advert Those who previously applied for this position are encouraged to re-apply.
 Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : A tertiary qualification Degree (NQF level 7) in Public Administration, BCOM, BCOM Entrepreneur, Engineering, Information Technology, Internal Auditing or Supply Chain Management. 5-10 years' experience at a Middle/Senior Management level. 5 – 10 years' experience in Quality Management and Supply Chain Management (SCM), Supplier, Youth development, and Understanding Treasury Regulations, Acts and community building. Understanding of current best practice and other developments in the field. Drivers licence.
- DUTIES** : Manage the development and control of specification requirements with end users, commodity Teams (including Open Tender Process) and Manage Supplier Site Visit reports on Open Tender Projects. Manage the Request for Proposal (RFP) packs compilation. Manage the efficient and accurate processing of data into the Central GPG supplier data base of Central Supplier Database (CSD) verified suppliers on SAP R3 and Manage / Assist with email, telephone and walk-in queries pertaining to SAP R3, SRM and CSD. Manage the Close-off on Web cycles. Manage Entity Registration (registration of individuals, NPO and NGO's). Manage reporting of procurement spend for GPG.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000
- POST 07/94** : **DIRECTOR SCM POLICY NORMS AND STANDARDS REF NO: 2022/02/24.**
 Re advert those who previously applied for this position are encouraged to re-apply.
 Directorate: Provincial Supply Chain Management
- SALARY** : R1 057 326 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : An undergraduate qualification (NQF Level 7 as recognized by SAQA) in Public Administration, Supply Chain Management, BCOM Finance, Accounting. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in the Procurement and/or Supply Chain Management field experience in implementation of SCM laws, regulations, norms, standards and governance. In addition, the candidate must also have been involved in the development of SCM policy, norms and standards.
- DUTIES** : To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Review, update and roll out the Provincial and Municipal SCM Framework for implementation, Conduct business process analysis for the refinement of internal control environments. Deliver training and workshops on SCM reforms and provide guidance on application and implementation of SCM policies, norms, standards

and governance tools in the province. Manage all outputs and resources allocated to the unit, inclusive of budget and people. Preparation of various reports.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

POST 07/95 : **ASSISTANT DIRECTOR: PUBLIC FINANCE**
Directorate: Sustainable Fiscal Resource Management

SALARY : R382 245 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification, e.g. Degree in Economics or Econometrics or Statistics. A post graduate qualification in Economics of Finance will be an added advantage. Applicants must have 3 – 5 years' experience at functional level in Financial, Economics, Econometrics and Statistics environment.

DUTIES : Coordinate the management of departmental expenditure management services. Facilitate the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial departments as required by DoRA and PFMA. Monitor that all expenditure is in line with provincial budget allocations and priorities. Analyse review and report on expenditure trends relating to overall budget. Analyse PERSAL and BAS reports and liaise with provincial departments on the identified problems and take corrective measures. Analyse policies, agreements and directive related to compensation of employees and recommend amendments based on analysis. Report finding to stakeholders. Evaluate business plans of conditional grants for compliance with the DoRA frameworks. Analyse and prepare monthly reports on budget and expenditure variance and in year monitoring reports.

ENQUIRIES : Ms. Linda Ninzi Tel No: 011 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

FOR ATTENTION : Mr O Mkhabela Tel No: (011) 355 7937

CLOSING DATE : 11 March 2022

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

unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competencies assessment tool. The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

MANAGEMENT ECHELON

<u>POST 07/96</u>	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: SD/2022/02/01</u>
<u>SALARY</u>	:	R1 251 183 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) Applicants must be in possession of a three (3) year qualification at NQF Level 7 as recognized by SAQA in either Human Resource Management/Human Resources Development /Organizational Development /Public Management coupled with 5 years relevant senior management experience. A valid driver's license. Attach the Senior Management level Services Pre-Entry Certificate. Knowledge of the Constitution of the RSA, work experience and working knowledge of The Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act, Treasury Regulations, PAIA and POPI Acts and all other relevant policies and regulatory frameworks inclusive of infrastructure management Development System (IDMS). Knowledge, skills and experience in Organizational Development, Human Resource Administration, Training and Development and Multi -year Human Resource Planning and the managing of risks associated with HR functions. Good knowledge and experience of collective bargaining and managing employee-employer relations and driving organisational change management will be critical. An added advantage will be experience in the management of auxiliary services for example facilities, fleet and security. Computer literacy. Excellent skills related to strategic capability and leadership, people management and empowerment, programme and project management, financial management, knowledge management, change management, service delivery innovation, problem solving and analysis, client orientation and customer focus. Excellent verbal and written communication skills and interpersonal relationships; proven experience in managing relationships with relevant stakeholders especially employee organisations.
<u>DUTIES</u>	:	Strategically oversee, review, and coordinate the work related to Human Resource Management, Human Resource Development, Auxiliary Services, Information Communications and Technology and Infrastructure Development Management. This includes the development, review and implementation of the relevant strategies, policies, information systems and multi-year planning processes related to these functions as well as the reporting on it. Represent the organisation in collective bargaining processes. Drive governance via various governance structures such as for example OHS, Security Committee, Business Continuity Management, Training and Development. Ensure effective and efficient management of human and financial resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr O Mkhabela Tel No: (011) 355 7937

<u>POST 07/97</u>	:	<u>DIRECTOR: HIV AND AIDSREF NO: SD/202/02/02</u>
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A Bachelor's Degree in Social Work. A minimum of 5 years' experience in Middle/Senior Management level, 5 years middle/senior management experience in Social Welfare Services environment in the Public Service. Attach Current Registration with the SACSSP. Attach the Senior Management Services Pre-Entry Certificate. A valid driver's licence. Knowledge and understanding of legislative, Policy and Institutional framework governing Social Welfare Services in the Public Service, Knowledge and understanding of Departmental Social Welfare Services priorities, commitments, policies, procedures, and processes. Knowledge of the Department's Strategic priorities, including HIV & AIDS Social Protection Mandate. Knowledge of the Department's Strategic priorities and Service Delivery model including the Department's Constitutional mandate, the PFMA and all relevant public service legislative frameworks. Analytical Skills and Competencies: Strategic Management skills, Service Delivery Innovation skills strategic reporting skills, Performance and Self Driven, Facilitation, Honesty and Integrity Problem Solving, People management and Reporting skills.
<u>DUTIES</u>	:	Manage and Coordinate HCBC Management and Support Programmes in the Department. Coordinate the development of policies for people affected and infected with HIV and AIDS. Coordinate the development of HIV / AIDS programmes. Facilitate capacity building at the regions and institutions on policies. Coordinate the development and maintenance of Inter-sectoral agreements and arrangements. Manage capacity building on HIV and AIDs prevention, care and support programmes. Strengthen and maintain stakeholder relations on HIV and AIDS prevention, care and support programme. Manage EPWP coordination and Capacity building programmes in the Department including the development and implementation of EPWP in the Dept. Represent the Department at National Social Sector Structures. Coordinate EPWP social sector in the province Facilitate the development and implementation of Capacity Building programmes for beneficiaries. Manage prevention for special focus group programmes in the department. Facilitate the development of Prevention Programmes and advocacy programmes in the department.
<u>ENQUIRIES</u>	:	Mr O Mkhabela Tel: (011) 355 7937
<u>POST 07/98</u>	:	<u>DIRECTOR: STAKEHOLDER RELATIONS REF NO: SD/2022/02/03</u>
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A 3-year tertiary qualification in Public Relations Management, Stakeholder Management, Community Mobilisation or Public and Development Management with NQF level 7. Five (5) years' experience at a middle or senior management level preferably in stakeholder management, community mobilisation and/or intergovernmental relations management. A valid driver's licence. Attach the Senior Management Services Pre-Entry Certificate. Knowledge and understanding of legislative and Policy framework governing Stakeholder Management, community mobilisation and intergovernmental relations. Knowledge and understanding of Institutional frameworks regulating the area of work. Knowledge and understanding of Department's Strategic Plans, priorities, and Service Delivery Model. Experience of managing engagements with stakeholders preferably in communities and sectors relevant to stakeholder management in the Social Development sphere (local, provincial, or national). Experience in developing and successfully implementing stakeholder engagement plans. A clear understanding of issues pertaining to project development and preferably familiarity with the requirements of supply chain management processes and municipal by-laws. Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative. Skills and Competencies: Excellent strategic, people and project management skills

- coupled with the ability to manage client expectations. Excellent oral and written communication skills; good negotiation, facilitation and diplomacy skills and experience. Good interpersonal and networking skills, highly articulate team player. The SMS Competency Framework applies.
- DUTIES** : Develop and maintain a Stakeholder Management Framework and Stakeholder Engagement Strategy. Lead, manage engagement with (one or possibly more depending on the scale of the project) project stakeholders across units, provincial and local Government, statutory and non-statutory bodies, communities, and other parties to establish strong working relationships. Work closely with the Communications and line management teams as well as the Office of the MEC. Establish and maintain an effective liaison role with all relevant stakeholders (internally and externally). Attend and represent the Department at stakeholder engagements. Create and maintain a stakeholder liaison network. Oversee the maintenance of a stakeholder database regularly. Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries. Manage stakeholder engagement coordinators, providing guidance and directing their workload activities to ensure timescales and requirements are met. Work collaboratively with other members of the project team, liaising with other Stakeholder Managers in the stakeholder team and the PMO (project management office). Provide briefings and support to technical teams for meetings with stakeholders. Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses and requests to technical teams are responded to within agreed timescales. Prepare and manage workshops, roundtable and forum logistics including developing agendas, project plans, minute taking and production of reports. Ensure accurate audit trail maintained of all stakeholder engagement and all contact/activities are recorded on stakeholder database. Attend client-facing meetings, collaborative planning workshops and report to client on progress
- ENQUIRIES** : Mr O Mkhabela Tel: (011) 355 7937

OTHER POSTS

- POST 07/99** : **HEAD OF INSTITUTION REF NO: 2022/02/04**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Don Matera Child and Youth Care Centre
: A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after Qualification. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.
- DUTIES** : Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement processes in the institution. Promote the development of children and youth care services.
- ENQUIRIES** : Mr Oupa Mkhabela Tel: (011) 355 7937
- POST 07/100** : **ASSISTANT DIRECTOR: INSTITUTIONS (CHILD AND YOUTH CARE) REF NO: SD/2021/02/05**
- SALARY** : R382 245 per annum

- CENTRE REQUIREMENTS** :
- : Head Office (Johannesburg)
 - : A recognized Degree or Diploma in Child and Youth Care plus more than 5 years' experience in Child and Youth Care Supervision in a Child and Youth Care Centre. Registration with the SACSSP at a Professional level and a valid driver's licence. Skills and Competencies: Development oriented, self-driven, performance driven, honesty and integrity. Facilitation, training and development co-ordination, budgeting and financial management, problem solving, people management and empowerment report writing and communication.
- DUTIES** :
- : Provide guidance and support with regard to Child and Youth Care services and programmes in the Child and Youth Care Centres. Monitor Child and Youth Care services and programmes in all Child and Youth Care Centres to ensure compliance to policies and legislation. Attend to critical and urgent matters pertaining to Child and Youth Care on behalf of the Director: Institutions. Co-ordinate Child and Youth Care services, programmes and reports across all the Child and Youth Care Centres. Provide programme and project support to the Directorate: Institutions. Assist with the analysis and consolidation of reports as submitted by the Child and Youth Care Centres. Implement service delivery initiatives in Child and Youth Care Centres.
- ENQUIRIES** :
- : Mr Oupa Mkhabela Tel: (011) 355 7937