

**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 Ekurhuleni South** (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6062, **Gauteng East** (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717. **District Gauteng West** (GW): Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581 **District Johannesburg Central** (JC): Physical Address: Corner Morola & Chris Hani Road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231 **District Johannesburg South** [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957 **District Tswane North** (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Rejoice Manamela Tel No: 012 543 4313. **District Tshwane West** (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451,

CLOSING DATE :
NOTE :

04 April 2022
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 10/114 : **SOCIAL WORK MANAGER GRADE 1 REF NO: HO2022/03/01**
Directorate: Early Childhood Development

SALARY : R806 811 - R908 085 per annum (An all-inclusive package within the OSD Framework)

CENTRE : Head Office, Johannesburg
REQUIREMENTS : Bachelor's Degree in Social Work with 10 years' experience in a Social Work services environment. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA and the Department's Constitutional mandate. Knowledge and understanding of social dynamics, human behaviour and social systems. Must be able to communicate, intervene and resolve conflict of complex nature, planning and organizing, project management, networking, research, presentation, analyze, interpersonal and report writing. Must also be assertive, non-judgmental, understanding, caring,

		creative, professional and innovative. Must be computer literate and a valid driver's license.
<u>DUTIES</u>	:	To provide leadership, direction and mentorship to the subordinates and oversee the translation of key developmental strategies into critical objectives and operational plans, including among others: to manage and supervise Social Work Supervisors and a team of Community Development Liaison Officers and Workers. Ensure that subordinates are trained, developed to be able to deliver work of the required standards efficiently and effectively through the utilization of knowledge management. Develop programs and projects that are in line with legislation and policy including to conduct audits and DQA's to funded NGO's, allocation and utilization of budget appropriately according to the Funding Agreement. Develop monitoring tools and transformation plan for the Regions on the NPO based that are in line with PFMA. Provide support, training and guidance to Regional Office for effective delivery of programs that meets the needs of the vulnerable and render of quality and equitable social services. Coordinate and participate in the Welfare Summit task team and the steering committees, including staff training, development, directorate budget, project allocation, staff performance and sub-directorate leave plan.
<u>ENQUIRIES</u>	:	Ms Sylvia Moagi Tel. No: (010) 600 6283
<u>POST 10/115</u>	:	<u>SOCIAL WORKERS GRADE 1 (13 POSTS)</u> Directorate: Early Childhood Development
<u>SALARY CENTRE</u>	:	R261 456 - R303 093 per annum (within the OSD Framework)
	:	Gauteng west District Ref No: GW2022/03/02 (4 Posts)
	:	Tshwane West District Ref No: TW2022/03/03. (9 Posts)
<u>REQUIREMENTS</u>	:	A Degree in Social Work. Registration with the South Africa Council for Social Service Professions as Social Worker. A valid driver's license. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Competencies: Good verbal and written communication, Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills, Knowledge and experience in working with the Children's Act.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service, good record keeping, Maintain and update data bases and registers,
<u>ENQUIRIES</u>	:	Ms Louisa Dhlamini, Tel No: (011) 660 4581(GW District). Ms Priscilla Ravele TEL: (012) 725 1451 (TW District)
<u>POST 10/116</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PRE-GRADE R (NPO FUNDING) REF NO: HO2022/03/23</u> Directorate: Early Childhood Development
<u>SALARY CENTRE</u>	:	R321 543 per annum
	:	Head Office, Johannesburg

- REQUIREMENTS** : An appropriate recognized three -year National Diploma/ Degree (NQF 6/7) in Finance/ Auditing/ Cost Management Accounting/ Finance Information System majoring in Cost Management Accounting plus a minimum of 2 Years' experience in the education and financial Management environment. Knowledge of Early Childhood Development related policies & legislation. Public Service Act Public Finance Management Act. GDE internal processes and procedures Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication skills. Report writing skills. Computer literacy. Planning and organization skills. Interpersonal skills.
- DUTIES** : Provision of advice during Panel discussions. Advice panel members based on APP targets and approved budget for funding of NPOs. Implementation of transfer payments to funded NPO's. Receive and validate source documents for payments. Capture transfer payments on the system. Maintain records on transfer payments. Provide progress reports on the implementation of NPO's financial and administrative capacity building plan. Reconciliation of transfer payments. Analyse transfer payment transaction reports quarterly. Identify variances between paid and unpaid NPOs. Identify over and under-payments and misallocations. Analysis of Audited Financial Statements. Identify areas of non-compliance and deviations against budget allocations. Identify and rectify misallocations of transferred subsidies. Consolidation of Regional Transfer Payments. Prepare a consolidated transfer payment report for all funded NPOs. Submit transfer payment reports capturing on quarterly and annual reports. Supervision of staff. Develop staff work plans. Manage staff leave plans. Supervise staff performance. Plan and implement staff training and development programmes
- ENQUIRIES** : Ms Sylvia Moagi Tel. No: (010) 600 6283
- POST 10/117** : **SENIOR ADMINISTRATIVE OFFICER: PRE-GRADE R (NPO FUNDING) (2 POSTS)**
Directorate: Early Childhood Development
- SALARY CENTRE** : R321 543 per annum
: Ekurhuleni South District Ref No: ES2022/03/05
: Johannesburg Central District Ref No: JC2022/03/06.
- REQUIREMENTS** : An appropriate recognized three -year National Diploma/ Degree (NQF 6/7) in Finance/ Auditing/ Cost Management Accounting/ Finance Information System majoring in Cost Management Accounting plus a minimum of 2 Years' experience in the education and financial Management environment. Knowledge of Early Childhood Development related policies & legislation. Public Service Act Public Finance Management Act. GDE internal processes and procedures Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication skills. Report writing skills. Computer literacy. Planning and organization skills. Interpersonal skills.
- DUTIES** : Provision of advice during Panel discussions. Advice panel members based on APP targets and approved budget for funding of NPOs. Implementation of transfer payments to funded NPO's. Receive and validate source documents for payments. Capture transfer payments on the system. Maintain records on transfer payments. Provide progress reports on the implementation of NPO's financial and administrative capacity building plan. Reconciliation of transfer payments. Analyse transfer payment transaction reports quarterly. Identify variances between paid and unpaid NPOs. Identify over and under-payments and misallocations. Analysis of Audited Financial Statements. Identify areas of non-compliance and deviations against budget allocations. Identify and rectify misallocations of transferred subsidies. Consolidation of Regional Transfer Payments. Prepare a consolidated transfer payment report for all funded NPOs. Submit transfer payment reports capturing on quarterly and annual reports. Supervision of staff. Develop staff work plans. Manage staff leave plans. Supervise staff performance. Plan and implement staff training and development programmes
- ENQUIRIES** : Mr Linda Mabutho Tel No: 011 983 2231 (JC District)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES District)

<u>POST 10/118</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PRE-GRADE R (NPO MONITORING AND EVALUATION) (3 POSTS)</u> Directorate: Early Childhood Development
<u>SALARY CENTRE</u>	:	R321 543 per annum Gauteng East District Ref No: GE2022/03/07 Tshwane West District Ref No: TW2022/03/08 Tshwane North District Ref No: TN2022/03/09.
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/ Degree (NQF 6/7) in Public Management/ public Administration/ Statistics/ B. degree in Social Science or Humanities/ Commerce plus a minimum of 2 Years' experience in the education and Financial Management environment. 1 year certificate in monitoring and evaluation/ strategic planning will be an added advantage. Must have previous supervisory experience in the Early childhood Development environment. Knowledge of Early Childhood Development related policies & legislation. Public Service Act Public Finance Management Act. GDE internal processes and procedures Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication skills. Report writing skills. Computer literacy. Planning and organization skills. Interpersonal skills.
<u>DUTIES</u>	:	Provision in the Development of Monitoring and Evaluation policies. Assist in the development of Monitoring and Evaluation policies and guidelines for Departmental entities. Assist in the review Monitoring and Evaluation policy, framework, systems, processes and tools. Verification of programme performance information. Participate in Departmental data verification sessions. Verify consolidated programme performance information Conduct Region's monthly pre-verification process of performance information data completeness. Facilitate records management on verified programme performance information as per records management guideline. Monitoring of Regions and Institutions of performance data. Monitor Regions, Institutions and NPOs on records management of performance data collection, collation and packaging. Compilation of accurate and valid programme performance reports. Compile POA and quarterly technical analysis reports. Compile monthly compliance report on Evidence based reporting standard and records management guideline. Supervision of staff and interns. Develop staff work plan. Supervise staff leave plan. Supervise staff performance. Supervise staff training and development
<u>ENQUIRIES</u>	:	Ms Pricilla Ravele Tel No: 012 725 1451 (TW District) Mr Mpho Leotlela Tel No: 011 736 0717 (GE District) Ms Rejoice Manamela Tel No: (012) 543 4313 (TN District)
<u>POST 10/119</u>	:	<u>INFORMATION OFFICER: PRE-GRADE R (NPO MONITORING AND EVALUATION) REF NO: TW2022/03/10</u> Directorate: Early Childhood Development
<u>SALARY CENTRE</u>	:	R321 543 per annum Tshwane West District.
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma/ Degree (NQF 6/7) In Information Management plus a minimum of 2 Years' experience in the education and: Information Management environment. Knowledge of Early Childhood Development related policies & legislation. Public Service Act Public Finance Management Act. GDE internal processes and procedures Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication skills. Report writing skills. Computer literacy. Planning and organization skills. Interpersonal skills.
<u>DUTIES</u>	:	Data collation of registered NPO'S. Collate statistical data on funded registered NPO's. Collate beneficiary data on funded NPO'S. Collate compliance monitoring reports from funded NPO's. Data cleansing on registered NPO'S. Cleanse statistical data on funded registered NPO's. Cleanse beneficiary data on funded NPO's. Update data on SAP. Data verification on registered NPO's. Verify statistical data on funded registered NPO's. Verify beneficiary data and compliance monitoring reports on funded NPO's. Reporting on NPO information. Report on statistical and beneficiary data on funded registered NPO's. Report on compliance monitoring from funded NPO's. Provide NPO programme performance reports
<u>ENQUIRIES</u>	:	Ms Pricilla Ravele Tel No: 012 725 1451 (TW District).

POST 10/120 : **MANAGER NURSING: LEVEL 3 HOSPITAL REFS NO: SBAH 032/2022**
 Directorate: Nursing

SALARY : R963 723 per annum PN-A9 (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : 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 10 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. At least 5 years of the period referred to above must be appropriate / recognizable experience at management level/Assistant Manager, at a Public Institution. Specialty course will be an added advantage. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver's license. Service certificates is compulsory. Strong leadership skill, sound interpersonal skills, problem solving skills, good communication skills (verbal, non-verbal and written), report writing skills and planning and organizing skills.

DUTIES : Management of nursing clusters and provide guidance and leadership towards realization of strategic goal and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promoted efficient and effective health care. Manage and utilize human, financial, physical and material resources in accordance with relevant directives and legislation. Relieve senior manager nursing.

ENQUIRIES : Ms. AM Mowayo Tel No: 012 354 1300
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 : 04 April 2022

DEPARTMENT OF HEALTH

OTHER POSTS

POST 10/121 : **MEDICAL PAEDIATRIC REGISTRAR REF NO: REFS/013428**
 Directorate: Paeds and Child Health

SALARY : R833 523. per annum (all-inclusive package)
CENTRE : Department of Paediatrics & Child Health – based at Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital or Rahima Moosa Mother and Child Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have FC Paed Part 1. Six (6) months experience as Medical Officer in a training institution in Paediatrics or twelve (12) months outside the training institutions in a dedicated Paediatric department. Must be a South African citizen or permanent resident.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate

in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Mrs Karen Marshall Tel No: 011 470 9284 or email Karen.Marshall@wits.ac.za
 : Applications must be hand delivered to the Human Resource Department at one of the following hospital based on choice of application: Rahima Moosa Mother and Child Hospital, Chris Hani Baragwanath Hospital or Charlotte Maxeke Academic Hospital,

NOTES

: Applications must be submitted on a duly completed new Z83 form (the old form is outdated and will not be considered). Please attach recently updated CV, Copy of ID or if non-South African (SA Residence permit or ID), Copy of Medical Qualification (University Degree), Copy of matric certificate or equivalent qualification, Proof of short courses attended e.g., APLS, PALS etc if applicable, Proof of registration as Medical Practitioner (HPCSA), Current registration with HPCSA (2022), Proof of paediatric exams passed if applicable, Reference Letters – minimum 3 mandatory requirement. Smart ID cards must be copied on both sides. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed Z83 form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution, and respective dates (DD/MM/YY). Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Should an applicant want to apply for both the Medical Officer and the Registrar position, two separate applications must be submitted. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 04 April 2022

POST 10/122

: **MEDICAL REGISTRAR REF NO: REFS/013432**
 Directorate: Anaesthesia

**SALARY
CENTRE**

: R833 523 per annum (all-inclusive package)
 : Department Of Paediatrics & Child Health – based at Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital or Rahima Moosa Mother and Child Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must be a South African citizen or permanent resident.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of

		after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.
<u>ENQUIRIES</u>	:	Dr T Kleyenstuber Tel No: (011) 470-9303
<u>APPLICATIONS</u>	:	Applications must be hand delivered to the Human Resource Department at one of the following hospital based on choice of application: Rahima Moosa Mother and Child Hospital, Chris Hani Baragwanath Hospital or Charlotte Maxeke Academic Hospital,
<u>NOTES</u>	:	Applications must be submitted on a duly completed new Z83 form (the old form is outdated and will not be considered). Please attach recently updated CV, Copy of ID or if non-South African (SA Residence permit or ID), Copy of Medical Qualification (University Degree), Copy of matric certificate or equivalent qualification, Proof of short courses attended e.g., APLS, PALS etc if applicable, Proof of registration as Medical Practitioner (HPCSA), Current registration with HPCSA (2022), Reference Letters – minimum 3 mandatory requirement. Smart ID cards must be copied on both sides. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed Z83 form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution, and respective dates (DD/MM/YY). Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	:	04 April 2022
<u>POST 10/123</u>	:	<u>MEDICAL OFFICER – GENERAL SURGERY GRADE 1-3 REF NO: FERH/MED-06/2021 (4 POSTS)</u> Directorate: Medical Re-advertisement
<u>SALARY</u>	:	R833 523 - R897 939 per annum (All inclusive package) R953 049 - R1 042 092 per annum (All inclusive package) R1 106 037 - R1 382 802 per annum (All inclusive package)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime is mandatory. Clinical skills, consultation, history taking, examination, clinical assessment, management procedures and ensuring patient care.
<u>DUTIES</u>	:	Patient care. May participate in original basic or clinical research during surgery emergencies. Ensuring correct surgical treatment of patients. Attendance of relevant administrative meetings like mortality and morbidity meetings. Completion of medico-legal documents timeously (Death certificate and medical reports). Willing to do commuted overtime duties after hours (night, weekend and public holidays). Supervision and training of medical interns, community service and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Manage surgical patients in all 8546
<u>ENQUIRIES</u>	:	Dr P Lobo Tel No: 118 128546
<u>APPLICATIONS</u>	:	Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) 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". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 04 April 2022
- POST 10/124** : **MEDICAL REGISTRAR REFS: REFS/013467**
Directorate: ENT
- SALARY** : R833 523.per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current registration with the HPCSA as Medical Practitioner.
- DUTIES** : As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments to CMJAH and cluster hospital Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.
- ENQUIRIE APPLICATIONS** : Dr Shahpar Motakef talita.ntholeng@wits.ac.za
: Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Females, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.
- CLOSING DATE** : 04 April 2022
- POST 10/125** : **MEDICAL OFFICER REFS/013430**
Directorate: Paeds and Child Health
- SALARY** : R833 523. per annum (all-inclusive package)
CENTRE : Department of Paediatrics & Child Health – Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital or Rahima Moosa Mother and Child Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must be a South African citizen or permanent resident.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES : Mrs Karen Marshall: 011 470 9284 or email Karen.Marshall@wits.ac.za

APPLICATIONS : Applications must be hand delivered to the Human Resource Department at one of the following hospitals based on choice of application: Rahima Moosa Mother and Child Hospital, Chris Hani Baragwanath Hospital or Charlotte Maxeke Academic Hospital,

NOTE : Applications must be submitted on a duly completed new Z83 form (the old form is outdated and will not be considered). Please attach recently updated CV, Copy of ID or if non-South African (SA Residence permit or ID), Copy of Medical Qualification (University Degree), Copy of matric certificate or equivalent qualification, Proof of short courses attended e.g., APLS, PALS etc if applicable, Proof of registration as Medical Practitioner (HPCSA), Current registration with HPCSA (2022), Proof of paediatric exams passed if applicable, Reference Letters – minimum 3 mandatory requirement. Smart ID cards must be copied on both sides. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed Z83 form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution, and respective dates (DD/MM/YY). Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Should an applicant want to apply for both the Medical Officer and the Registrar position, two separate applications must be submitted. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 4 April 2022

POST 10/126 : **DEPUTY DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: REFS/013509 (1 POST)**
Directorate: Administration and Support Management

SALARY : R744,255. per annum plus benefits

CENTRE : Leratong Hospital

REQUIREMENTS : A National Diploma or Degree in Public Administration/Public Management/Business Administration (NQF 6 or 7) with 10 years' experience in Administration and support services, of with 3 years is at the Assistant Director level, supervisory experience will be an added advantage. A valid driver's licence. Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with

business partners; and Ability to perform multiple tasks and work overtime where necessary. Computer skills (MS Word and MS Excel). Hospital management skills and experience would be an added advantage. Knowledge of the Public Finance and Management Act, Public Service Act, Public Service Regulations, PAIA, PAJA, OHS Act, POPI Act, Disaster Management Act, Foodstuff Cosmetics and Disinfectants Act, Labour Relations Act, Treasury Regulations, Records Management Act, RICA Act, Mortuary guidelines, Linen Management Act, Loss and Risk Management. Knowledge of the public service systems and procedures and other relevant legislations. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and coordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Be service delivery orientated.

DUTIES

: Manage and supervise hospital administration and support services division. Responsible for Strategic Planning, Monitoring and Evaluation of hospital services, HIEM, Administration, Food Service Management, Record Management, Facility Management, Security Management, Linen Management, Cleaning Department, and Information Technology. Implement benchmarking to ensure improved outputs. Implement, Manage, and monitor compliance with Service Level Agreements. Manage the budget and supervise human resource and ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training for staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement guidelines and Standard Operating Procedures (SOP) in the division. Compilation and monitoring of Operational Plan, Risk register, Audit Action for management reporting and analysis. Management of infrastructure. Management and food services units. Ensure compliance with Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.

ENQUIRIES

: Dr. D.P. Moloi Tel No: 011 411 3531

APPLICATIONS

: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource Department, Private Bag X2078, Krugersdorp, 1740.

NOTE

: Applications should be delivered by 12h00 (Noon) on the closing date. Applications must be submitted on a fully completed and signed 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 as well as copies of all qualification/s and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 04 April 2022

POST 10/127 : **OPERATIONAL MANAGER SPECIALITY PNB 3 REF NO: REFS/013510 (1 POST)**
Directorate: Orthopaedics

SALARY : Grade 1: R571,242 – R642,933.per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Diploma/degree in Nursing as a Professional Nurse accredited with the South African Nursing Council in terms of Government Notice 425. Post basic qualification with the duration of at least 1 year Diploma in Orthopaedic Nursing in accordance to R212. 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 after obtaining the one year post basic qualification in Orthopaedic nursing. Diploma/degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Coordination of optimal, holistically specialised nursing care provided within set standards and a professional / legal framework. Effectively manage the utilisation and supervision of resources. Co- ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Participate in after hours and night supervision shifts as delegated. Implement relevant recommendations and priorities of the National Strategic plan for Nurse education, training, and Practice. Participate in realisation of the Hospital Operational Plan. Monitor performance using Performance Management and Development System.

ENQUIRIES : Ms L. Sibiyi Tel No: 011 411 3506 / 3834
APPLICATIONS : Applications should be hand delivered to: Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.

NOTE : Applications must be submitted on a fully completed and signed 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 as well as copies of all qualification/s, current registration with SANC and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
CLOSING DATE : 04 April 2022

POST 10/128 : **OPERATIONAL MANAGER –SPECIALTY (TRAUMA & EMERGENCY) REF NO: HRM/2022/04 (X1 POST)**
Directorate: Nursing

SALARY : R571 242 - R642 933. per annum (plus benefits)
CENTRE : Mamelodi Regional Hospital

<u>REQUIREMENTS</u>	:	Grade 12 certificate. A basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing) or equivalent that registration with the SANC as a professional nurse. A recent proof of SANC annual registration. A minimum of seven (7) years recognizable experience in nursing – at least five (5) years of the seven (7) years referred to above should be relevant experience after obtaining the post basic qualification in Trauma and Emergency. Basic computer skills. Demonstrate basic understanding of HR and financial policies and practices. Sound knowledge of public service policies, code of conduct and team building, leadership, decision making and problem-solving skills. Sound interpersonal and good communication skills. Computer literacy.
<u>DUTIES</u>	:	The incumbent will be responsible for supervision and management of trauma and emergency unit in the hospital. Manage human resource and non-human resources. Supervision of the provision of quality nursing care in the above-mentioned unit within the legal framework. The implementation of quality assurance programmes and other mandatory priorities. Will be part of the hospital management teams. Demonstrate in a depth of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure ethical clinical nursing practice by the nursing team in the unit. Effective leadership in managing disciplines & conflict resolution. Display a concern for patients, promoting, advocating & facilitating proper treatments & care. Ensuring that the units adhere to Ministerial Priorities; the principals of Batho Pele & Patients Right Charter. Demonstrate effective Communication with patients, community, supervisors, other health professionals & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementation of nursing guidelines, practice, standards and procedures
<u>ENQUIRIES</u>	:	Ms S. Mahlangu (012) 842 8363
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Mr S.E. Mofokeng (HR Recruitment Section). Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Ms RM Tloane (012) 841 8331 (Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed
<u>CLOSING DATE</u>	:	04 April 2022
<u>POST 10/129</u>	:	<u>PROFESSIONAL NURSES SPECIALITY: ORTHOPAEDIC, MATERNITY, CRITICAL CARE, CHILD NURSING, ONCOLOGY AND OPERATING THEATRE REFS NO: SBAH 033/2022</u> Directorate: Nursing
<u>SALARY</u>	:	R571 242 per annum PN-B3 (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	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 Child 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 Child 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** : Ms. AM Mowayo Tel No: 012 354 1300
- 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** : 4 April 2022
- POST 10/130** : **COMPLAINTS MANAGER (PATIENT CARE) REF NO: HRM/2022/08**
Directorate: Nursing
- SALARY** : R450 939 – R507 531 per annum
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Grade 12 certificate. a basic qualification accredited with SANC in In terms of government notice R425 (I.E Diploma/Degree in nursing as a professional nurse midwifery). Current registration with the South African Nursing Council (SANC) as a professional nurse. A valid driver's licence. A minimum of 10 years' appropriate recognizable experience in nursing after registration as a professional nurse. Knowledge of relevant legislation and supervisory skills. Excellent interpersonal relationship and ability to work within multi-disciplinary team. Knowledge of waste management regulation and report writing skills. Basic computer literacy is essential. Familiar with code of good practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision-making communication and presentation skills are essential
- DUTIES** : Development and maintenance of quality patient care environment that promote optimum patient experience of care. Manage the clinical audits system. Ensure proper Management of Complaints, suggestions and patients safety incidents in the development and implementation of National Core Standards/ Ideal Hospital. Coordinate the adherence to quality assurance norms and standard in the institution. Assist with data collection analysis and report pertaining to total quality management in the hospital. Optimum utilization of resources and implantation of the Performance Management System. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Perform any other relevant duties that are delegated by the Supervisor/Manager.
- ENQUIRIES** : Ms S Mahlangu Tel No: 012 841 8363
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Mr S.E. Mofokeng (HR Recruitment Section). Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms RM Tloane Tel No: 012 841 8331 (Recruitment Section)
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any PublicService Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
- CLOSING DATE** : 04 April 2022

POST 10/131 : **OPERATIONAL MANAGER NURSING: NIGHT DUTY REFS NO: SBAH 034/2022**
 Re-Advertisement
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R450 939 per annum PN-A5 (plus benefits)
 : 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 minimum of 7 (seven) 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 will be an added advantage. South African Nursing Council annual practicing certificate. Computer literate. Service certificates compulsory. Valid driver's license. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectoral, and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. 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 : 04 April 2022

POST 10/132 : **CLINICAL PROGRAMME COORDINATOR: TB**

SALARY CENTRE REQUIREMENTS : R450 939 – R507 531.per annum (Plus Benefits)
 : JHB Health District (Soweto Clinics)
 : Basic R425 Qualification (i.e. Diploma or degree in Nursing) and any specialty that is relevant to the PHC setting which is in line with OSD glossary. Valid registration with SANC as Professional Nurse. Minimum of 7 years appropriate/ recognizable experience in nursing after registration as a professional nurse. Ability to work with multi-disciplinary team. Management/ Supervisory experience necessary. Computer literacy. A valid driver's license.

DUTIES : Ensure effective management of the TB programme. Improve data quality of the TB programme. Effective supervision, monitoring and evaluation of the TB programme. Good knowledge of Phuthuma Programme, Tier.net, TB Tier.net and co-ordination of reports. Support testing and initiation of treatment of immuno compromised clients and screening for TB. Establish functional relationships with hospital TB focal point managers. Ability to work with other stakeholders including departmental partners. Facilitate and support implementation of health care service delivery, policies, procedures, clinical guidelines, protocols, plans, and strategies aimed at achieving service excellence. Do clinical audits. Support clinic managers to develop quality improvement plans. Support implementation of TB/HIV collaboration in all facilities. Facilitate trainings to develop staff in the facilities. Assist with clinic assessments.

ENQUIRIES APPLICATIONS : Ms. M. Mazibuko Contact no: (011) 984 4120
 : Applications must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za, subject of your email should be the reference number of the post. If you have not being consulted in three (3) months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender. People with disabilities are encouraged to apply.

NOTE : Applications must be submitted on a new Z83 (81/971431) job application form- which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA) accompanied by a

comprehensive CV highlighting or stating the requirements mentioned above and copies of ID (smart card copy both sided), qualifications and other documents attached (shortlisted candidates will be requested to bring certified copies during or before date of interview). Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Recommended candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 08 April 2022
- POST 10/133** : **NUCLEAR MEDICINE RADIOGRAPHER GRADE1-3 REFS NO: SBAH 035/2022**
Directorate: Nuclear Medicine
- SALARY** : R401 640 - R557 301 per annum plus benefits
CENTERE : Steve Biko Academic Hospital
REQUIREMENTS : B-tech/B.Rad (hons) Diploma in Nuclear Medicine or equivalent tertiary qualification. Registration with HPCSA and recent proof of payment.
- DUTIES** : Clinical service rendering and patient care. Participating in organizing, planning, implementation of departmental policies and procedures. Participating in CPD programs. Experience in Nuclear Medicine including "hot laboratory" and PETCT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.
- ENQUIRIES** : Ms. NG Mahlangu Tel No. 012 354 1684
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** : 04 April 2022
- POST 10/134** : **PROFESSIONAL NURSE (SPECIALITY OPHTHALMIC) REF NO: HRM/2022/02 (X1 POST)**
Directorate: Nursing
- SALARY** : R388 974 – R450 939 per annum
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : A basic R425 qualification (i.e. diploma/degree in nursing) or qualification that allows registration with the SANC as Professional Nurse and the current proof of registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in Ophthalmic Nursing Speciality. A minimum of 4 years appropriate recognized experience in nursing after registration as a Professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate recognizable experience working in Ophthalmic unit after obtaining the one-year post basic qualification in Ophthalmic speciality. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy
- DUTIES** : Proven of optimal holistic specialized nursing/clinical care with set standards and within a professional /legal framework. Able to plan and organise own work and ensure proper nursing care. Effective utilization of human, material, and services resources. Routine eye screening of patients. Performing funduscopy for al diabetes mellitus and hypertensive patients in the facility. Participation in training and research. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences Maintain professional growth/ethical standards and development of self and subordinates. Be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the ideal hospital realization. Display a concern for patients, promoting

		proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles)
<u>ENQUIRIES</u>	:	Ms S Mahlangu Tel No: (012) 842 8363
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Mr S.E. Mofokeng (HR Recruitment Section). Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Ms RM Tloane Tel No: (012) 841 8331 (Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	04 April 2022
<u>POST 10/135</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY TRAUMA) REF NO: HRM/2022/06 (X1 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R388 974 – R450 939 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate basic R425 qualification, diploma/degree in nursing that allows for registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in trauma speciality. A minimum of 4 years appropriate recognized experience in nursing after registration as a professional nurse with SANC in general nursing.
<u>DUTIES</u>	:	Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies
<u>ENQUIRIES</u>	:	Ms Mahlangu Tel No: (012) 842 8363
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Mr S.E. Mofokeng (HR Recruitment Section). Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Ms RM Tloane Tel No: (012) 841 8331 (Recruitment Section)
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	04 April 2022

- POST 10/136** : **LECTURER PNDI / PNDII: GENERAL NURSING SERVICE REF NO. 013469(4 POSTS)**
 Directorate: Nursing Education and Training
- SALARY** : R388 974 – R450 939 per annum (plus benefits)
 R478 404 – R624 216 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Gauteng College of Nursing (GCON): SG Lourens Campus (Pretoria)
PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post- basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presentation skills. The ability to work in a team and under pressure. **PNDII**: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant speciality (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presenting skills. The ability to work in a team and under pressure.
- DUTIES** : Provide quality education and training to students. Coordinate clinical learning exposure to students between Campus and clinical areas. Support the mission and promote the image of the Campus. Implement assessment strategies to determine learner's competencies. Exercise control over students.
 s J.E. Malobola, Tel No (012) 319 5601
- ENQUIRIES APPLICATIONS NOTE** : Applications should be submitted strictly online at www.gautengonline.gov.za
 Applications must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC APC, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. No hand delivery faxed or e-mailed applications will be accepted. 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.NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
- CLOSING DATE** : 04 April 2022
- POST 10/137** : **LECTURER PNDI/II (QUALITY ASSURANCE CO-ORDINATOR) REF NO. 013470**
 Directorate: Quality Assurance
- SALARY** : R388 974– R450 939 per annum (plus benefits)
 R478 404 – R624 216 per annum (plus benefits)
- CENTRE** : SG Lourens Campus

<u>REQUIREMENTS</u>	:	<p>PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). 4 Years' experience in Nursing Education. A valid driver's licence and the ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Experience in quality assurance coordination. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant speciality (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presenting skills. The ability to work in a team and under pressure.</p>
<u>DUTIES</u>	:	<p>Co-ordinate the activities of the quality assurance management system. Organize and participate in quality assurance audits, and peer review and make recommendations regarding quality improvement. Evaluate the implementation of continuous quality assurance improvement programs with focus on academic and administrative standards. Develop and implement the program for management of suggestions, compliments and complaints (clients satisfaction surveys, analysis of surveys) and develop reports for Management. Support the vision and mission of the campus to promote the image and standards of the campus.</p>
<u>ENQUIRIES</u>	:	Ms JE Malobola, Tel No (012) 319 5601
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at www.gautengonline.gov.za
<u>NOTE</u>	:	Applications must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC APC, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. No hand delivery faxed or e-mailed applications will be accepted. 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.NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
<u>CLOSING DATE</u>	:	04 April 2022
<u>POST 108/138</u>	:	<u>LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH & SAFETY) REF NO. 013473</u>
<u>SALARY</u>	:	R388 974 – R450 939 per annum (plus benefits) R478 404 – R624 216 per annum (plus benefits)
<u>CENTRE</u>	:	Gauteng College of Nursing (SG Lourens Campus)
<u>REQUIREMENTS</u>	:	(PNDI): A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC APC. A minimum of 4 years' appropriate/recognizable experience in nursing after

registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. **(PNDII):** Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC APC. A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES

: Plan, develop, coordinate, implement and evaluate Occupational Health and Safety (OH &S) services in the campus. Develop, plan, coordinate and implement Employee Health and Wellness Program (EH&WP) in the campus. Support the mission to promote the image and standards of the campus. Develop, plan and monitor the implementation of OH&S and EH&WP education and training programmes. Coordinate, provide and maintain information of OH&S and EH&WP at the campus

ENQUIRIES
APPLICATIONS
NOTE

: Ms JE Malobola, Tel No (012) 319 5601
 : Applications should be submitted strictly online at www.gautengonline.gov.za
 : Applications must be accompanied by a fully completed new Z83 form, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC APC, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. No hand delivery faxed or e-mailed applications will be accepted. 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.NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

CLOSING DATE

: 04 April 2022

POST 10/139

: **PROFESSIONAL NURSE SPECIALITY (PNB1) REF NO: JUB 03/2022**
 Directorate: Nursing Services

SALARY
CENTRE
REQUIREMENTS

: R388 974 per annum
 : Jubilee District Hospital
 : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing, or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification with at least 1 (one) duration accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/recognizable experience in General Nursing and Midwifery. Have good verbal and written communication skills. Sound interpersonal relationship and teamwork. Report writing skills and problem-solving skills.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within the legal framework. Have knowledge and skills in identifying life threatening problems, prioritizing the urgency of care, and performing resuscitative measures and other treatment. Address injury prevention initiative on district and secondary

and tertiary level. Have broad clinical knowledge, demonstrate sound judgement and initiative appropriate management, urgent to non-urgent, in time critical and after overcrowded, chaotic environment. Collaborate with the multi-disciplinary team to assess, diagnose, priorities, stabilize and transfer or discharge a patient population that encompasses the whole human life span. Contribute towards improving knowledge by conducting research.

- ENQUIRIES APPLICATION** : Ms Aphane K.J (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** : 04 April 2022 Time: 15:00
- POST 10/140** : **PROFESSIONAL NURSE SPECIALITY (PAEDS) REF NO: JUB 04/2022**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R388 974 per annum
: Jubilee District Hospital
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification with at least 1 (one) duration accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/recognizable experience in Nursing and Midwifery. Ability to work under pressure and in a team. Managerial and leadership skills, and ability to make decisions in a team. Problem solving, conflict management and communication skills. Have knowledge and experience of working in pediatric wards and Neonatal ICU including Legislation, policies, SOP and guidelines in the Legal framework.
- DUTIES** : Render a holistic specialized nursing care to patients as a member of the multi-disciplinary team. Train and supervise junior staff and students In the ward. Maintain accreditation standards and ensuring compliance with National Norms and standards. Participate in staff development, training research and meetings in the ward and multi-disciplinary teams in service delivery. Maintain Infection Prevention and Control staff and patient's safety.
- 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** : 04 April 2022 Time: 15:00
- POST 10/141** : **PHARMACIST GRADE 1 (SESSIONAL) REF NO: HRM/2022/01**
Directorate: Pharmacy
- SALARY** : R334.00 – R395.00 P/H (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
	:	national senior certificate and B Pharm degree that allows with registration With South African Pharmacy council. Certificate of registration with SAPC Current annual renewal of practicing licence. Good verbal, interpersonal, Communication, management and administrative skills. Must be computer literate. Ability to function effectively under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals. Sound knowledge of legislation applicable to pharmacy practice: Pharmacy Act 53 of 1974, medicines and Related Substances Act 101 of 1965 and Regulations thereof.
<u>DUTIES</u>	:	Provision of effective pharmaceutical care in the hospital pharmacy. Ensuring that all regulations covering the operations of the pharmacy are carried out and complied with. Compliance with all relevant legislations and guidelines of the SAPC and the Public. Assist management with overall budget and expenditure monitoring. Monitor ordering patterns. Ensure compliance to hospital formulary, EML, STG and National guidelines. Facilitate rational use of medicines. Focus on Availability of medicines and communication and thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other delegated by Supervisor Manager
<u>ENQUIRIES APPLICATIONS</u>	:	Ms I. Matampane Tel No: (012) 841 8372
	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Mr S.E. Mofokeng (HR Recruitment Section). Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Ms RM Tloane Tel No: 012 841 8331 (Recruitment Section)
	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	04 April 2022
<u>POST 10/142</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: SBAH 036/2022</u> Directorate: Occupational Therapy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R322 746 - R445 752 per annum plus benefits
	:	Steve Biko Academic Hospital
	:	Relevant Degree in Occupational Therapy. A Post graduate qualification- Diploma or degree in Occupational Therapy will be an advantage. Registration with the HPCSA as an independent Occupational therapist. Proof of current registration with HPCSA. A minimum of Five years' experience post community services. At least two of these years must be in a supervisory or management position. Proven experience in acute clinical care setting will be an advantage. Experience with PMDS and supervision of Occupational therapist/s and or midlevel workers. Proven student training experience.
<u>DUTIES</u>	:	You are responsible to manage Occupational therapy services related to the acute cae facility including treatment, recordkeeping, effective quality service delivery, Human Resource Management of Occupational therapists and midlevel workers, Financial and stock management. Quality improvement projects, risk management, training and development of the OT staff. Your clinical duties will include the executing the occupational therapy process with your clinical case load in an MDT setting, allocating work load and leave management. Assist in the management of all resources of the Occupational therapy, implement sectional and provincial quality assurance measure in the department. Participate in Continuous Professional Development and facilitate those of subordinates according to HPCSA and government regulations in the allocated area of work. Provide training to allocated Occupational Therapy and Medical Students as required and contribute to research activities. Adhere to provincial, hospital and departmental policies, procedures and regulations.
<u>ENQUIRIES</u>	:	Mr. T Ncwane Tel: (012) 354 1665

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 : 04 April 2022

POST 10/143 : **SENIOR MATERIAL RECORDING CLERK REF: UPOHC/ SMRC/0003/2022**
Directorate: Finance

SALARY : R176 310.per annum (Level 5) (Plus Benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Grade 12 or equivalent plus a minimum of 1-2 years appropriate experience in the following: P-Card ordering; CSD system; outsourcing of quotes; creation of shopping cards; creation of material master numbers; experience of contracts. All above related to demand and acquisition. Mathematics and Computer Literacy including experience with Excel is compulsory. Communication skills. Experience of various grants is compulsory. Knowledge and experience of the SRM system will serve as a recommendation. Ability to work under pressure.

DUTIES : Obtaining quotations from CSD and outsourced suppliers. Creation of shopping cards on SRM system. Handling of all P-Card related matters including the creation/payment of purchase orders on P-Card system. Handling of specifications/creation/linking of material master numbers. Communication with end-users/Central Office and suppliers regarding purchase orders. Follow up on outstanding matters. Monthly reconciliation of various grant purchases. Record keeping. Part of stock taking team. Adherence to all Supply Chain Management prescripts/regulations. Perform any reasonable task allocated. Participate in the Performance Management Development System (PMDS).

ENQUIRIES : Mrs L Oelofse. Tel No: 012 301 5703
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Mr SB Raphasha, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mr SB Raphasha 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 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 : 04 April 2022

POST 10/144 : **FINANCIAL CLERK REF: CCRC/FIN/01/03/2022**
Directorate: Finance

SALARY : R176 310 per annum plus benefits
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Grade 12 or equivalent. A further qualification in Finance and at least one-year experience in the financial field would be an advantage. Knowledge and understanding of PFMA and Treasury Regulations, BAS, SAP. PPF, Computer literacy (MS word, Excel and Outlook) will also be to your advantage.

DUTIES : Receive and record invoices before sending to GDF, follow up on outstanding payments. Update payments register. Capture allocations of invoices on webcycle. Working in the cashier's office, Capture receipt on BAS System. Capture journals on e-journal system. Issue and replenish petty cash. Issue and monitor PPF, recreation fund. Compile recons and reports all financial related and duties.

ENQUIRIES : Ms S Saayman Tel No: 012 734 7000 x 233
APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000 Applications should be delivered by 12h00 pm (Noon) on the closing date including posted mails. No e-mailed applications will be accepted.

- NOTE** : Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. People disability with are encouraged to apply Applicants must fill in application on a New Version Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, Identity document, Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Disabled, Whites and Coloured people are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 04 April 2022
- POST 10/145** : **CLEANER REF NO: UPOHC/ADMIN/0004/2022**
Directorate: Administration
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Plus Benefits)
: University of Pretoria Oral Health Centre
: ABET. Must be literate and able to function in a team. Verbal and written communication skills. Willing to receive guidance and instruction. Basic knowledge of cleaning techniques, equipment and application thereof according to specified cleaning techniques to ensure acceptance clean and neat appearance of building, the ability, health and energy to perform strenuous tasks. Problem solving skills, planning and organizing skills, good initiative, adaptability to work conditions, thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills, sound interpersonal relations, ability to work in a team and under pressure.
- DUTIES** : The successful candidate will be responsible for the following: Cleaning of offices, corridors and boardrooms and kitchens, restrooms etc. Serving water for tea/coffee. Prepare boardroom for meetings. Washing of windows and walls. In absence of linen supervisor, issue and receive linen from wards. Sending dirty linen to and from Masakhana Laundry. Any other ad-hoc duties as requested from time to time. Participating in the Performance Management Development System (PMDS).
- ENQUIRIES APPLICATIONS** : Mr A Muse. Tel No: 012 301 5701
: Quoting the relevant reference number. Direct applications must be delivered to Mr SP Raphasha, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mr SB Raphasha 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 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** : 04 April 2022

GAUTENG OF OFFICE OF THE PREMIER

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

- APPLICATIONS** : Applications must be submitted on the Professional Job Centre GPG website only, (www.gautengonline.gov.za)
- CLOSING DATE** : 04 April 2022
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) as well as certified copies of all qualifications and ID document (no copies of certified copies allowed) and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process

(candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

<u>POST 10/146</u>	:	<u>DEPUTY DIRECTOR GENERAL: INSTITUTIONAL DEVELOPMENT SUPPORT AND INTEGRITY MANAGEMENT REF NO: 013506</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 544 415 – R1 739 784 per annum (all-inclusive remuneration package) Johannesburg An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management, Business Administration or any other relevant field. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<u>DUTIES</u>	:	Overseeing the development, implementation and monitoring of Branch programmes in line with organisational policies; Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together (GGT) 2030 Plan of Action. Specific Focus Areas Include The Following: To provide leadership and direction to the Institutional Development Support and Integrity Management Branch. Manage and facilitate the implementation of institutional development support and integrity management programmes. Manage the implementation of provincial human resource management and development. Manage and facilitate organisational design and implementation of structures. Manage labour relations in the Gauteng Provincial Government Departments. Provide advice, support and guidance to the Executive Council on HR matters. Manage the development, implementation and review of national and provincial HR policies in line with the legislated frameworks. Manage the Collective Bargaining process and represent the GPG in the negotiation processes. Manage the Employee Health and Wellness Programme within the GPG. Coordinate Change and Transformation Agenda. Develop Provincial Integrity Management Framework. Oversee the development of Anti-corruption Policies and Strategies. Forge partnerships with the anti-corruption institutions in the fight against corruption. Ensure the development of vetting strategy and transversal security management policies. Develop monitoring mechanisms for managing the implementation of the integrity strategies. Ensure capacity development in relation to ethical conduct. Serve as

the locus of co-ordination and oversight with regard to GCR wide integrity management. Compile high level reports to oversight structures and relevant stakeholders. Manage Forensic Services in the province. Manage the Provincial Security Risk Management function including vetting, lifestyle audit and etc. Develop the Provincial Risk Management profile and mitigation strategies and monitor the implementation of the mitigation strategies. Oversee the management of the resources within the branch.

ENQUIRES : Ms Sylvia Mtshali Tel: (011) 355 6820

POST 10/147 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 013507**
Directorate: Supply Chain Management

SALARY : R1 073 187 – R 1 264 176 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF Level 7 qualification in Supply Chain Management/ Logistics/ Public Administration/ Management/ Finance/ Business Management. Five (5) years Middle Management experience. Three (3) years functional experience in Supply Chain Management. Skills Administration and financial management, Verbal and written communication, Interpersonal relations, ability to build high-performing team, Strategic management. Communication, Analytical, Problem solving and people management

DUTIES Manage Procurement and Assets of the Office of the Premier. Manage Demand, Acquisition, Logistics, Disposal and Supply Chain in line with the relevant legislative framework. Manage, develop and maintain Contracts between the Office of the Premier and service providers. Provide leadership, guidance and development to the team. Ensure compliance of subordinates to procurement policies and procedures. Ensure goods and services meet user requirements. Analysis of production reports. Develop strategies for Procurement best practice in Office of the Premier by ensuring compliance to the PFMA, PPPFA, BBEE and all the rules and guidelines of Treasury. Ensure compliance to existing procurement policies, procedures and strategies. Co-ordinate and monitor the DAC/PAC. Manage transport and GG vehicles in the Office of the Premier. Manage the human and financial resources of the Directorate.

ENQUIRES : Ms Confidence Nhleko Tel 011 355 6045

OTHER POSTS

POST 10/148 : **DEPUTY DIRECTOR: YOUTH REF NO: 013508**
Re- advertisement candidates who previously applied should not reapply.
Directorate: Special Programmes

SALARY : R744 255 – R876 705 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification in Social Sciences or Developmental Studies. Minimum of 5 years' relevant experience in public sector, experience in the mainstreaming of youth development programme. Computer literacy. strategic leadership, project management, people management and public and motivational speaking. Financial management, Problem solving and customer care skills.

DUTIES : To Develop sector specific policies/ strategies, mainstream youth development within policies and programmes, and to lead in conceptualisation and implementation of sectoral programmes and projects. Coordinate provincial structures that help coordinate youth development at all various levels. Provide analytical research and strategic support as well as coordination role on Gauteng Provincial Government departments in respect of main streaming of youth development issues in their departmental programmes and budgets. Development provincial plan of action on Youth development. Monitoring the implementation of the youth strategy action plan. Development of indicators which indicate a change in status of youth in the Province, assessing impact in improving the lives of youth in Gauteng. Performance review mechanisms established to continuously monitor and evaluate all programmes as informed by the status quo report as well the 5 years Programme of Action (POA)

ENQUIRES : Ms Phindi Maserumule Tel 011 355 6110

POST 10/149 : **ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: 013413**
Directorate: Fraud Prevention

- SALARY CENTRE REQUIREMENTS** :
- : R382 245. - R450 255 per annum (plus benefits)
 - : Johannesburg
 - : An appropriate NQF level 7 qualification in Internal Auditing/Accounting/ Finance. Minimum of 3-5 years in fraud prevention experience; Knowledgeable on applicable legislation, Enterprise Risk Management Framework, PFMA and Treasury Regulations, Public Service Regulations, Batho Pele Principles, Basic Conditions of Employment Act, Understanding of legal framework relating to Fraud Prevention (Protected Disclosure Act, PRECCA .Understanding of financial systems and practices. Understanding the Gauteng spheres of government policies, procedures and regulations and citizen satisfaction and the expectations from citizens. Advance Diploma in Forensic investigation, Certified Fraud Examiner (CFE), Risk Management would be added advantage. The candidate must have a valid driver's license.
- DUTIES** :
- : Assist in the implementation of the Approved Annual Operational Plan. Develop the engagement letter for the allocated projects. Develop the FDR project plan for allocated projects in line with the approved engagement letter. Gather relevant information/documents for the allocated projects covering the scope of work. Extract data from various GPG systems that are relevant for the allocated projects. Analyse documents and data extracted during the planning phase. Identify additional evidence required for analysis to substantiate the findings. Conduct Interviews with all identified relevant key parties and obtain statements. Develop findings that accurately address the objectives of the FDR Work effectively within time frame to ensure that projects concluded in line with agreed terms of engagement with the client. Compile fraud detection review reports with factual and substantiated evidence covering all the objectives of the FDR. Develop action list for all recommendations made on the FDR reports. Track and monitor the implementation of the FDR action plans on a quarterly basis. Update the FDR tracking tool on a quarterly basis. Facilitate the Fraud Risk assessment by capturing accurate fraud risks identified with mitigating controls and action plan; compile fraud risk assessment reports; Update fraud prevention plans with action plans. Track and monitor the implementation of the FPP action plans on a quarterly basis. Update the FPP tracking tool on a quarterly basis. Provide leadership and support to team. Develop and maintain project profiles, Update Investigation Case Management (ICM) system regularly. Report progress on allocated projects on a monthly and quarterly basis.
- ENQUIRES** :
- : Mr Tshepo Rasego Tel: (011) 355 6450

GAUTENG 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** :
- : 04 April 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.

OTHER POST

- POST 10/150** : **DEPUTY DIRECTOR: PROJECT MANAGER REF NO: GPT/2022/04/01**
 Directorate: Financial Business Systems
- SALARY CENTRE REQUIREMENTS** : R744 255.per annum (All-inclusive Package)
 : Johannesburg
 : A three-year tertiary qualification NQF level 7 as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance related qualification. MICROSOFT VISIO & MS PROJECT (Proficiency). 3-5 years' experience with all aspects of IT projects from creative, business analysis, system analysis and design through development, testing, implementation and post implementation support (SDLC). 3-5 years' experience in Project Management with a proven background of leading multiple projects and working with tight deadlines. 3-5 years' experience in a full cycle of ERP project. Minimum 2 of years' experience as a project manager and proven experience web of software projects.
- DUTIES** : Implementing achieving strategies too archive project data according to legal requirements. Oversee the development of the project risk register for the business unit and report on implementation progress. Oversee and monitor the management of internal controls in line with the existing applications. Oversee and manage the reporting of compliance measures and whether applicable laws/regulations and guidelines are followed throughout the system development life cycle (SDLC) of system. Oversee and monitor the supply of project information, actions to minimize audit findings and the management of responses. Manage the relationships with key stakeholders to ensure implementation of new reforms. Address identified challenges faced by clients. Oversee and monitor the management of internal controls in line with the existing applications. Manage projects from inception to post-implementation. Gather, analyses and prepare documentation such as business cases, detailed impact assessments and any functional specification documents. Translate business needs into technical specifications. Roll out the new systems to all customers sites and provide continuous support. Ensure optimisation, maximising of system usage. Oversee enhancements of new functionality and re-alignment of business process with transversal systems. Establish and maintain strategic partnerships with internal and external stakeholders. Oversee the tracking of customer queries and enquiries and resolutions thereof. Facilitating communication between business owners and technical teams. Manage impacts of process changes with key focus on change support. Facilitate change management work stream for system enhancements. Schedule and facilitation of regular meetings to obtain status updates. Management of issues through the proper Project governance and escalation protocols. Prepare and maintain the Stakeholder Engagement. Prepare the Communications Strategy and Plan. Reviewing technical solutions and "As Is" business processes against business requirement specification. Facilitate and coordinate User Acceptance Testing. Understand, document and escalate project risks. Liaise with other project areas to co-ordinate interdependencies and resolve issues. Ensure that Project Reviews and carried out after each Project launch. Document lessons learned for each project. Determine training needs and request

GPG to submit training needs. Supporting role on ongoing and special projects. Identify and lead the implementation of new reforms in the province. Monitor project plans specifically goals, strategy, staffing, scheduling, risks, contingency plans, and allocation of resources. Ensure proper execution of change management and implementation process. Provide strategic leadership to the development, management and implementation of financial systems. Create and execute project plans, project schedules and revise where appropriate to meet changing needs and requirements. Facilitate the definition of project missions, goals, tasks and resource requirements. Manage day-to-day operational aspects of a project, scope and budget. Apply approved project methodology and enforce project standards to minimise exposure and risks to projects. Develop service legal agreement and oversee relationship with vendors. Manage changes to the projects scope, project schedule and project costs using appropriate verification techniques. Ensure project documents and agreements are complete, current, field and stored appropriately. Lead, co-ordinate, provide guidance to develop and manage system, policies and procedures for continuous improvement. Influence and manage the relationship between internal stakeholders and external stakeholders.

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

GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS FOR ATTENTION CLOSING DATE NOTE : forwarded to 35 Rissik Street, Surrey House, Johannesburg 2000.
 : Recruitment and Selection unit
 : 05 April 2022
 : Applications should be submitted manually or posted using new Z83 form accompanied by CV and copies of qualifications, Identity documents and any other relevant documents. driver's license (where appreciate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates"Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POSTS

POST 10/151 : **DEPUTY DIRECTOR: STRATEGIC PARTNERSHIPS REFS/013476**
 Re-advertisement
 Directorate: IGR and Strategic Partnerships

SALARY CENTRE REQUIREMENTS : R744, 255.per annum (All Inclusive Package)
 : Johannesburg (Head office)
 : The successful candidate must have Grade 12/ Matric certificate plus a 3 year Diploma/ degree in Business Management, Financial Management, Project Management or equivalent. Minimum 3-5 years' experience in a relevant field of which at least 3 years should be in supervisory/middle management position. Skills: Organizing. Report Writing. Computer Literacy. Interpersonal relationship. Problem Solving. Management of Projects. Budgeting. Accountability. Conflict Management. Analytic Skills. Verbal and Written communication. Presentation and Training. Supervision. Planning. Knowledge: Promotion of Access to information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Report writing procedures. Departmental mandate and core programme.

DUTIES : Assist in facilitation of Implement the IGR Strategy. Assist in co-ordination IGR meetings and related Logistics. Assist in facilitating and coordinating implementation of resolutions of the IGR meetings. Assist in liaison with Municipalities and other spheres of Government on any sector development. Assist in monitoring of implementation of joint plans with municipalities.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/152 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER AND COMMUNITIES**
REFS/013493
Directorate: Creative Arts

SALARY : R382, 245.per annum (plus benefits)
CENTRE : Johannesburg (Central Corridor Region D)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate and 3-year appropriate tertiary qualification with a minimum of 3 years' relevant supervisory experience. A valid driver's license. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy, Interpersonal relations, budgeting, analytical thinking, and research. Knowledge and understanding: Knowledge of Arts and Culture related legislations administered by the department and their application to the Arts and Culture programmes, Operational excellence, Adequate stakeholder management, problem solving and analysis, People management, Service delivery innovation, Client orientation and customer focus, Communication, Leadership skills and Risk management.

DUTIES : To support policy regulatory direction in the Arts and Culture environment. Assists in developing policies in Arts and Culture Manage, planning, coordination of Arts and Culture programmes: Music, Gauteng carnival and Arts in school in the five Corridors of Gauteng. To coordinate implementation of Arts and Culture holiday programmes. Facilitate interaction with all stakeholders in the sectors. Compile performance reports on Arts and Culture programmes and submits to Deputy Director.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/153 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER AND COMMUNITIES**
REFS/013494
Directorate: Creative Arts

SALARY : R382, 245 per annum (plus benefits)
CENTRE : Johannesburg (Central Corridor Region F)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate and 3-year appropriate tertiary qualification with a minimum of 3 years' relevant supervisory experience. A valid driver's license. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy, Interpersonal relations, budgeting, analytical thinking, and research. Knowledge and understanding: Knowledge of Arts and Culture related legislations administered by the department and their application to the Arts and Culture programmes. Operational excellence, Adequate stakeholder management, problem solving and analysis, People management, Service delivery innovation, Client orientation and customer focus, Communication, Leadership skills and Risk management.

DUTIES : To support policy regulatory direction in the Arts and Culture environment. Assists in developing policies in Arts and Culture Manage, planning, coordination of Arts and Culture programmes: music, Gauteng carnival and Arts in school in the five Corridors of Gauteng. To coordinate implementation of Arts and Culture holiday programmes. Facilitate interaction with all stakeholders in the sectors. Compile performance reports on Arts and Culture programmes and submits to Deputy Director.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/154 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER AND COMMUNITIES**
REFS/013495
Directorate: Creative Arts

SALARY : R382, 245.per annum (plus benefits)
CENTRE : Ekurhuleni (East Corridor Region A)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate and 3-year appropriate tertiary qualification with a minimum of 3 years' relevant supervisory experience. A valid driver's license. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy, Interpersonal relations, budgeting, analytical thinking, and research. Knowledge and understanding: Knowledge of Arts and Culture related legislations administered by the department and their application to the Arts and Culture programmes. Operational excellence. Adequate stakeholder management, problem solving and analysis, People management,

- DUTIES** : Service delivery innovation, Client orientation and customer focus, Communication, Leadership skills and Risk management.
- : To support policy regulatory direction in the Arts and Culture environment. Assists in developing policies in Arts and Culture Manage, planning, coordination of Arts and Culture programmes: music, Gauteng carnival and Arts in school in the five Corridors of Gauteng. To coordinate implementation of Arts and Culture holiday programmes. Facilitate interaction with all stakeholders in the sectors. Compile performance reports on Arts and Culture programmes and submits to Deputy Director.
- ENQUIRIES** : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
- POST 10/155** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER AND COMMUNITIES REFS/013498**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R382, 245 per annum (plus benefits)
: Ekurhuleni (East Corridor Region E)
: The successful candidate should have a Grade 12 certificate and 3-year appropriate tertiary qualification with a minimum of 3 years' relevant supervisory experience. A valid driver's license. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy, Interpersonal relations, budgeting, analytical thinking, and research. Knowledge and understanding: Knowledge of Arts and Culture related legislations administered by the department and their application to the Arts and Culture programmes. Operational excellence. Adequate stakeholder management, problem solving and analysis, People management, Service delivery innovation, Client orientation and customer focus, Communication, Leadership skills and Risk management.
- DUTIES** : To support policy regulatory direction in the Arts and Culture environment. Assists in developing policies in Arts and Culture Manage, planning, coordination of Arts and Culture programmes: music, Gauteng carnival and Arts in school in the five Corridors of Gauteng. To coordinate implementation of Arts and Culture holiday programmes. Facilitate interaction with all stakeholders in the sectors. Compile performance reports on Arts and Culture programmes and submits to Deputy Director.
- ENQUIRIES** : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
- POST 10/156** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER AND COMMUNITIES REFS/013491**
Directorate: Creative Arts
- SALARY CENTRE REQUIREMENTS** : R382, 245 per annum (plus benefits)
: Ekurhuleni (East Corridor Region F)
: The successful candidate should have a Grade 12 certificate and 3-year appropriate tertiary qualification with a minimum of 3 years' relevant supervisory experience. A valid driver's license. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy, Interpersonal relations, budgeting, analytical thinking, and research. Knowledge and understanding: Knowledge of Arts and Culture related legislations administered by the department and their application to the Arts and Culture programmes. Operational excellence. Adequate stakeholder management, problem solving and analysis, People management, Service delivery innovation, Client orientation and customer focus, Communication, Leadership skills and Risk management.
- DUTIES** : To support policy regulatory direction in the Arts and Culture environment. Assists in developing policies in Arts and Culture Manage, planning, coordination of Arts and Culture programmes: music, Gauteng carnival and Arts in school in the five Corridors of Gauteng. To coordinate implementation of Arts and Culture holiday programmes. Facilitate interaction with all stakeholders in the sectors. Compile performance reports on Arts and Culture programmes and submits to Deputy Director.
- ENQUIRIES** : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
- POST 10/157** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT REFS/013477**
Directorate: Sport and Recreation

- SALARY** : R382, 245. per annum (plus benefits)
- CENTRE** : Ekurhuleni (East Corridor Region B)
- REQUIREMENTS** : The successful candidate should have a grade 12 certificate, a 3-year tertiary Qualification (National Diploma/Degree) in a sport related field. A minimum of 3 - 5 years' experience in supervising the implementation of Sport development and or School Sport programmes. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy Interpersonal relations. Driver's license is compulsory.
- DUTIES** : Develop, review and implement policies, Manage, planning, development, coordination of Sport Development and School Sport programmes in the corridors. Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of Sport Development and School Sport in the corridors, Local and internal stakeholder liaison and engagements. Create an enabling environment for local and provincial programmes including talent identification. Stakeholder management. Support the hosting of Sport Development and School Sport events in the province; Produce related progress reports. Assist in the promotion of social cohesion and nation programmes in the province.
- ENQUIRIES** : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
- POST 10/158** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT REFS/013481**
Directorate: Sport and Recreation
- SALARY** : R382, 245.per annum (plus benefits)
- CENTRE** : Ekurhuleni (East Corridor Region C&D)
- REQUIREMENTS** : The successful candidate should have a grade 12 certificate, a 3-year tertiary Qualification (National Diploma/Degree) in a sport related field. A minimum of 3 - 5 years' experience in supervising the implementation of Sport development and or School Sport programmes. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy Interpersonal relations. Driver's license is compulsory.
- DUTIES** : Develop, review and implement policies, Manage, planning, development, coordination of Sport Development and School Sport programmes in the corridors. Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of Sport Development and School Sport in the corridors, Local and internal stakeholder liaison and engagements. Create an enabling environment for local and provincial programmes including talent identification. Stakeholder management. Support the hosting of Sport Development and School Sport events in the province; Produce related progress reports. Assist in the promotion of social cohesion and nation programmes in the province.
- ENQUIRIES** : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
- POST 10/159** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT REFS/013479**
Directorate: Sport and Recreation
- SALARY** : R382, 245.per annum (plus benefits)
- CENTRE** : Ekurhuleni (East Corridor Region E)
- REQUIREMENTS** : The successful candidate should have a grade 12 certificate, a 3-year tertiary Qualification (National Diploma/Degree) in a sport related field. A minimum of 3 - 5 years' experience in supervising the implementation of Sport development and or School Sport programmes. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy Interpersonal relations. Driver's license is compulsory.
- DUTIES** : Develop, review and implement policies, Manage, planning, development, coordination of Sport Development and School Sport programmes in the corridors. Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of Sport Development and School Sport in the corridors, Local and internal stakeholder liaison and engagements. Create an enabling environment for local and provincial programmes including talent identification. Stakeholder management. Support the hosting of Sport Development and School Sport events in the province; Produce related progress

reports. Assist in the promotion of social cohesion and nation programmes in the province.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/160 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT REFS/013480**
Directorate: Sport and Recreation

SALARY : R382 245 per annum (plus benefits)
CENTRE : Ekurhuleni (East Corridor Region F)
REQUIREMENTS : The successful candidate should have a grade 12 certificate, a 3-year tertiary Qualification (National Diploma/Degree) in a sport related field. A minimum of 3 - 5 years' experience in supervising the implementation of Sport development and or School Sport programmes. Skills: Strategic planning, Policy analysis and development, Planning and Organizing, Decision making, Project management, Communication, Computer literacy Interpersonal relations. Driver's license is compulsory.

DUTIES : Develop, review and implement policies, Manage, planning, development, coordination of Sport Development and School Sport programmes in the corridors. Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of Sport Development and School Sport in the corridors, Local and internal stakeholder liaison and engagements. Create an enabling environment for local and provincial programmes including talent identification. Stakeholder management. Support the hosting of Sport Development and School Sport events in the province; Produce related progress reports. Assist in the promotion of social cohesion and nation programmes in the province.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/161 : **ASSISTANT DIRECTOR: READING ROOM AND RESEARCH REFS/013484**
Directorate: Gauteng Provincial Archives

SALARY : R382 245 per annum (plus benefits)
CENTRE : Johannesburg Head Office (Kagiso)
REQUIREMENTS : The successful candidate should have a Grade 12 plus a three-year bachelor's degree or Equivalent qualification in Archival Studies, Records Management, Information Management or Oral History. A valid Driver's License. A minimum of 3-5 years' experience in a relevant field. minimum of 3 year's Supervisory experience. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal Relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation and training, Supervision, Planning. Knowledge: Records Management practices, National Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, budgeting a budget control, Report writing and procedures, Departmental mandate and core programme.

DUTIES : The Gauteng Provincial Archives and Records Services is regulated by various prescripts of legislation that establish them. e.g. the Constitution of S.A Gauteng Provincial Archives Act: National Archives Act etc. The post holder provides advisory and technical functions to the operations of the provincial departments and municipalities: It is the responsibility of the post holder to ensure that the provincial departments and municipalities implement the mandate of the Department. The post holder will be responsible for the coordination, implementation and management of human and financial resources including equipment and stores. To provide efficient reading room service and professional advice to all users. To provide source guidance and support to researchers and other users. To provide hands on assistance on the need or on request.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/162 : **ASSISTANT DIRECTOR: OUTREACH PROGRAMMES REFS/013482**
Directorate: Gauteng Provincial Archives

SALARY : R382 245.per annum (plus benefits)
CENTRE : Kagiso
REQUIREMENTS : The successful candidate should have a three-year Bachelor's Degree or Equivalent qualification in Archival Studies, Records Management, Information

Management or Oral History, Minimum of 3-5 years' experience in a relevant field. Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Conflict resolution, Verbal and written communication, Presentation, Training, Supervision, Planning. Knowledge: Records Management practices. National Archives Act. Gauteng Provincial Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.

DUTIES : Ensure compliance to the Gauteng Provincial Archives and Records Act. To promote and market archival and records management functions and services. To promote national heritage symbols. To participate in consultation meetings and fora to address relevant concerns and problems with regards to records management practices. Make archival records accessible.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/163 : **ASSISTANT DIRECTOR: PRESERVATION AND CONSERVATION REFS/013487**
Directorate: Gauteng Provincial Archives

SALARY : R382 245 per annum (Plus Benefits)
CENTRE : Johannesburg Head Office (Kagiso)
REQUIREMENTS : The successful candidate should matric certificate plus a degree/diploma or relevant qualification in Conservation. Driver's license. 3-5 years' experience is required Experience in book binding methods and book and paper conservation techniques. Experience to perform teste and deacidification of paper and books. Skills: Computer. Planning and organizing. Good verbal and written communication skills flexibility. Teamwork. Interpersonal relations. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of and ability to perform teste and deacidification of paper and books. Knowledge of binding and conservation materials and tools, as well their use. Ability to create preservation enclosures, including boxes and encapsulations. Ability to plan, organize, coordinate and critique work assignments. Knowledge and understanding of the legislative framework governing the public services.

DUTIES : Ensure compliance with Gauteng Provincial Archives and Records Service, 05 of 2013 as promulgated. To preserve public and non-public records. Conservation and repair. Uses independent judgement to restore or repair binding in accordance with historical styles and conservation requirements. This may include construction of new spines, rebacking, resewing of the text blocks and complete rebinding. Performs various paper repair techniques to correct tears, lacunae, stains etc. examples of paper repair include; end sheet replacement, tissue repair, guarding of center folds and removing and replacing old mends. Create protective enclosures including phase boxes, rare book boxes, portfolios, envelopes and polyester encapsulations for material which cannot be otherwise treated. Deacidifies paper by aqueous and non-aqueous methods to slow or halt acidic deterioration. Determine the reaction of paper, ink and dyes to deacidification and determines the most appropriate reaction of completing work on each individual item. Tests paper, textiles, leather, adhesives and other library materials and structures by chemical and mechanical means to determine their durability and longevity. Examples of tests are those for acid, ground wood and alum content and flexibility, solubility and durability of materials. Assists in training, work assignment and supervision of the student assistants.

ENQUIRIES : Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/164 : **ASSISTANT DIRECTOR: ORAL HISTORY REFS/013488**
Directorate: Gauteng Provincial Archives

SALARY : R382 245 per annum (Plus Benefits)
CENTRE : Kagiso
REQUIREMENTS : The successful candidate should have a Grade 12 plus a three-year Diploma/Degree in Historical Science / Anthropology/Social Science or relevant qualification. A minimum of 3-5 years' experience in a relevant field. A valid Driver's g: Organizing, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability,

		Analytical thinking, Conflict resolution, Verbal and written communication, Presentation, training, Supervision, Planning. Knowledge: Records Management practices, National Archives Act, Gauteng Provincial Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.
<u>DUTIES</u>	:	Conduct recording or filming of oral history projects. Conduct oral history trainings. Undertake the identification, research, selection and exhibition or display of oral history items. Undertake research to identify potential sources. Advise on oral history methods and equipment. To collect research and transcribe oral history records.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 10/165</u>	:	<u>ASSISTANT DIRECTOR: ARRANGEMENT & DESCRIPTION REFS/013492</u> Directorate: Gauteng Provincial Archives
<u>SALARY</u>	:	R382, 245.per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Head Office (Kagiso)
<u>REQUIREMENTS</u>	:	The successful candidate should matric certificate plus a three-year Bachelor's degree or relevant qualification in Archival Studies, Records Management, Information Management Oral History. Driver's license. 3-5 years' experience in the relevant field required. Skills: Organizing. Report Writing. Ability to Operate computers. Interpersonal relationship. Problems solving. Project management. Budgeting. Accountability. Analytical Thinking. Conflict resolution. Verbal and written communication. Presentation and Training. Supervision. Planning and Organization. Knowledge: Records Management practices. National Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and Procedures. Budgeting and Budget control. Reporting writing and procedures. Departmental mandate and core programmes.
<u>DUTIES</u>	:	To transfer records from offices of origin, public or private bodies to archives. Conduct the arrangement and description of all acquired archival groups. Complete finding aids in order to facilitate public access to holdings. Undertake research to identify potential sources. Preserve and conserve records. To collect research and transcribe oral history records.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 10/166</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE REPORTING REFS/013489</u> Directorate: Strategic Management
<u>SALARY</u>	:	R382, 245 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head office)
<u>REQUIREMENTS</u>	:	The successful candidate should have Degree or Diploma in Public Administration or Development, or Strategic Management or equivalent and 3 years' experience in the relevant field. Skills: Computer skills, Record keeping, Report writing, Verbal and written communication, Relationship management, problem solving, decision making, management of project, Technical Analytical skills, Negotiation, Financial Management, Strategic and operational, Planning and organizing, conflict management and leadership.
<u>DUTIES</u>	:	Implement the Departmental Performance Information Management Policy. Develop appropriate and relevant reporting templates to guide departmental reporting processes. Consolidate the departmental annual reporting calendar in accordance with National, Provincial and Legislative prescripts. Consolidate departmental monthly and quarterly programme Performance reports, consolidate departmental monthly and quarterly programme Performance reports, Develop and maintain a database to facilitate access to departmental programme performance reports, consolidate input for the SonA and SoPA, Respond to queries from the Auditor General and the Gauteng Audit Services, Act as Deputy Director Performance Reporting.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606
<u>POST 10/167</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT, JOB EVALUATION AND PROCESS IMPROVEMENT REFS/013485</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R382, 245 per annum (plus benefits)

CENTRE REQUIREMENTS

: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 plus tertiary qualification in (NQF level 6). A minimum of 1-3 years' experience in Organisational design environment, Interpersonal Relationship and ability to meet deadlines. Skills: Organising, Ability to operate computer (both hardware and software), Problem solving, Formulating and editing, Conflict resolution, Interviewing, Facilitation, Ability to relate different matters which have common denominators, Interpersonal relationship, Research, Analytical thinking, Maintaining discipline, Project Management, Policy analysis and development, facilitation, Report writing, Supervising and Budgeting Knowledge: Administrative systems, Understanding of role of Business Units and Sub Units, Public Service Regulatory Framework and GPG delivery priorities.

DUTIES

: To promote positive images of the department wherever possible. To undertake any other duties compatible with the nature of the post or as directed by the line manager. Communicate in the workplace and team. Responsible for corporate identity compliance. Render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Act as Deputy Director as required. Monitor own performance and that of others. Facilitate training and development of staff. Draft Service Delivery Models. Respond to Legislature and DPSA on reports and delivery of OD. Conduct Organisational functional assessments. Assist with the coordination and implementation of the structure, the service delivery model and JE processes. Safety & Health processes and practices; Maintain and update OD, service delivery model and change management policies, procedures, instructions and forms as directed by the Coordinator Organisational Development; Contribute to the development of HR/OD documents such as the 'Induction Manual' and Assist with the collation, analysis and reporting of statistical Data; Provide support and assistance to the Coordination of the Organisational Development as required; Maintain networks of communication at all levels across the organisation; Ensure all tasks are performed with accuracy, discretion, judgement and confidentiality as circumstances dictate; Ensure business and legislative requirements are adhered to at all times; Take part in the MPAT, all audit, Monitoring and Evaluation and Performance Review processes. Supervision and training of staff in the OD unit.

ENQUIRIES

: Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606

POST 10/168

: **HUMAN RESOURCE OFFICER: PMDS REFS/013483**
Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS

: R261, 372.per annum (plus benefits)
: Johannesburg (Head office)
: The successful candidate should have a grade 12 certificate. Tertiary qualification in Human Resource Development/Management. A minimum of 1-3 years' experience in executive support, office management, secretarial experience at an executive level, interpersonal relationship, able to meet deadlines. Knowledge: Administrative systems, understanding role of Business Units and Sub Units, Public service regulatory framework, GPG delivery priorities. Skills: Organizing, Ability to operate computer (hard and software), problem solving, Formulating and editing, Conflict resolution, interviewing, Facilitation, Ability to relate different matters which have common denominators, interpersonal relationship, Research and analytical thinking, Maintain and development, report writing, supervision, budgeting.

DUTIES

: Providing Administrative Support to the Sub-Directorate, Creation of PMDS registers for incoming and outgoing documents. Register incoming and outgoing PMDS documents, Capturing of PMDS documents on PERSAL system. Intermediate Review Committee and Departmental Moderation Committee meetings logistics coordinated. Booking of boardroom, Attendance registers provided Tea/ refreshment organized when necessary. Training coordinated & facilitated and support Sessions. Invitations reached all targeted officials, promotion of trainings training confirmation, logistics arrangements. Quality assurance and processing of PMDS documents / forms. Signed documents by all parties, Accurate calculation, correct weightings, ratings, dates, Correct forms and grades used, reject PMDS forms that do not comply, follow up on rejected documents. Ensure- contracting dates and review dates are within a specified period as stipulated in the policy. Advice provided on PMDS processed and

ENQUIRIES

procedures. PMDS queries attended to and resolved, PMDS policy explained to request to clients, PMDS forms provided to requesting officials/units.
Ms. Vivien Khanye, Ms. Christinah Molubi Tel No: (011) 355 - 2606