

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** :
- HEAD OFFICE (SHO)** Physical Address: 26<sup>th</sup> Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert. Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190,
- 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 NORTH (GN)**: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ettlete Legodi Tel No: (012) 846 3652
- 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 EAST (JE)**: Physical Address: Sandown High School, 1 North Road, SANDOWN, Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109
- DISTRICT JOHANNESBURG NORTH (JN)**: Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378,
- 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 SEDIBENG EAST (SE)**: Physical Address: Corner Joubert & Kruger Street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861
- DISTRICT TSHWANE WEST (TW)** Physical Address: Klippgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451
- CLOSING DATE** : 03 June 2022
- NOTE** :
- It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) /documents, which must be completed in full, originally signed and initial each page. Failure to complete or disclose all information will automatically disqualify the applicant. An updated detail CV as well as copy of your identity document, qualifications and drivers' licence where applicable must be attached. Such copies need not be certified when applying for a post. All required information on the Z83 must be provided (Section A, B, C and D compulsory and section E, F and G ignore if CV attached) and should accompanied by a fully completed initiated and signed new form Z83. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 18/223** : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES**  
**REF NO: GE2022/05/09**  
Sub-Directorate: Transversal Human Resource Services
- SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Gauteng East District  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related qualification majoring in HR/Personnel Management plus a minimum of 3 years relevant working experience in Human Resources Management environment at a Junior Management/Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
- DUTIES** : Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
- ENQUIRIES** : Mr. Philani Zulu Tel No: (011) 843 6675
- POST 18/224** : **DEPUTY DIRECTOR: SOCIAL MEDIA AND CAMPAIGNS REF NO:**  
**HO2022/05/10**  
Directorate: External Communication & Media Liaison
- SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Public Relations/ Communication/ Digital (Social) Media or a three-year related qualification plus a minimum of 3 years relevant working experience in Stakeholder Management or Communication/ Marketing Environment at a Junior Management/Assistant Director level. Knowledge and understanding of the social dynamics of Communities, Relevant Education Acts and Policies, Public Service Act and Regulations, Government Information and communication systems and Public Finance Management Act. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning and organising. A valid South Africa driver's license.
- DUTIES** : Liaise with the relevant media houses including external stakeholders for coordinating Departmental projects/ campaigns and activities on social media. Develop and implement Social Media strategies and plans for key Department campaigns and projects. Develop social media targeted plans and schedules

to the public. Coordinate social media interviews and engagements. Develop Social Media responses and content to the public. Write speaking notes and opinion pieces. Co-ordinate the compilation, and distribution of the Departments Social Media content. Conduct research on new trends on social media and change the narrative to the benefit of the organisation. Gather all relevant material including photographs for posting on social media (Facebook/ twitter/ blog). Oversee and monitor the distribution of the publications/content on social media (Facebook/ twitter/ blogs). Participate in the coordination of Departmental events / campaigns for the Executive Authority/ Departmental Head on social media. Liaise with stakeholders for departments promotional events/ campaigns. Maintain and update Departmental content database on social media including WhatsApp Groups. Oversee the Uploading of new information such as statements, advisories, speeches, speaking notes and audio visuals. Oversee the establishment of an effective WhatsApp Group. Establish an efficient Social Media Monitoring System (Facebook/twitter/ blogs). Ensure the effective, efficient and economical management of resources allocated to the Department as outlined in the legislative framework for good governance. Ensure departmental compliance in terms of POPI Act and posting of visuals of learners. Monitor Directorate Budget to comply with the imperatives set by the PFMA. Design and apply the Functional Policies and Procedures. Provide advice and guidance in respect of all Communication services, policies, systems and development.

**ENQUIRIES** : Mr. Khuitsemang Diseko Tel No: (011) 355 0732

**POST 18/225** : **DEPUTY DIRECTOR: WEBSITE & PUBLICATIONS REF NO: HO2022/05/11**  
Directorate: External Communication & Media Liaison

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Public Relations/ Communication/ Digital (Social) Media or three-year related qualification plus a minimum of 3 years relevant working experience in Stakeholder Management or Communication/ Marketing Environment at a Junior Management/Assistant Director level. Knowledge and understanding of the social dynamics of Communities, Relevant Education Acts and Policies, Public Service Act and Regulations, Government Information and communication systems and Public Finance Management Act. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning and organising. A valid South Africa driver's license.

**DUTIES** : Manage the conducting of in-dept research and collection of relevant information for publication of posters, brochures, banners and newsletters. Manage the design/ layout, styles of departmental content publications. Manage the development, update and sourcing of photographic content for intranet/ internal platforms. Manage the proofreading and editing of content for all departmental Publication. Chair the newsroom style editorial team in terms of editing and translation of departmental content intended for communities into 4 Gauteng official languages. Manage the creation of content for booklets, newspaper adverts, posters & flyers, maintain accuracy and identify errors. Manage the printing and distribution of Departmental Publications. Ensure that departmental strategic publications is in line with Government Communications and Information Systems (GCIS) editorial guidelines. Promote Stakeholder Engagement. Provide advice on format, length and content of all publications intended for internal/ external communication. Development of Communications and Publication policies prescripts, procedures and guidelines. Monitor news daily and advise the Management within the Directorate and GDE. Participate with the development of an extensive media strategies aimed at marketing/ promoting GDE. Ensure and advise the department and clients on latest publications prescripts such as (POPI Act) Protection of Private Information Act. Supervise and develop Staff. Ensure that staff are assessed in line with the performance management system. Identify the need for training and development of staff.

**ENQUIRIES** : Mr. Khuitsemang Diseko Tel No: (011) 355 0732

**POST 18/226** : **DEPUTY DIRECTOR: SAFE SCHOOL SUPPORT REF NO: HO2022/05/12**  
Directorate: Security Services & Safe School Management

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Safety Management/ Security Risk Management Disaster Management/ Environmental Management or three-year related qualification plus a minimum of 3 years relevant working experience in Safety Management Environment at a Junior Management/Assistant Director level. Experience in (PSIRA) Public Security Industrial Regulatory Authority registration with a Grade "A/B" will be an added advantage. Knowledge of Public Service Act and Regulations, Employment Equity Act, Occupational Health and Safety Act, South African Schools Act, Labour Relations Act, Protection of Childers Act and Workplace Ethics. Excellent communication (verbal & written), Investigation and Incident Management skills. Good interpersonal relation skills. Computer literacy, Planning and Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.

**DUTIES** : Oversee the development of Occupational Health and Safety measures and compliance protocols by schools. Manage the establishment and appointment of an Occupational Health and Safety Committee at schools. Manage the development of safety emergency plans and conduct awareness at schools such as emergency evacuation drills. Oversee that schools conduct safety audits using the provided OHS audit tools. Liaise with Infrastructure Management directorate in prioritization and fixing of occupational hazards and defects whenever they are detected. Oversee the establishment and administration of the Safety and Security Unit in the districts. Manage the establishment and administration of SAC: School Safety in district offices. Manage the coordinate and provision of scholar patrol assistance to alleviate security risk at schools. Manage the coordination of campaigns that advocates and aim at addressing social ills impacting on teaching and learning at schools. Oversee the coordination and presentation of security and safety awareness and challenges at schools within the responsible district. Oversee the Rehabilitation programme for learners that are in conflict with the law. Coordinate linking of schools to their responsible psychologists and social workers within the district i.e. SANCA, FBO in order to initiate rehabilitation of distressed learners (anti-drugs and substance abuse). Manage the provision of social ills interventions in disciplinary and bullying of learner cases in the local courts in order to comply with the South African judicial system. Manage the creation of local social and law enforcement services database and other stakeholders to manage learner behaviour. Oversee that schools implement the approved School Safety Policy Exemplar of 2012. Manage the development of and customization of schools Code of Conduct for their learners according to approved School Safety Policy Exemplar of 2012. Oversee that schools are linked to their local SAPS stations within the district. Oversee that schools comply with and customize their safety in line with the recommended COVID-19 safety protocols. Supervision of Staff. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr Cedric Ranchor Tel No: 010 600 6392

**POST 18/227** : **ASSISTANT DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2022/05/20**  
Directorate: Dispute Management

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate, recognised three-year National Diploma/ Degree in Labour Relations or three-year related qualification plus a minimum of 3 years relevant working experience in Labour Relations at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. Ability to work independently as well as in a team. Good written and verbal communication skills. A valid South Africa driver's license.

<b><u>DUTIES</u></b>	:	Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute and grievances, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.
<b><u>ENQUIRIES</u></b>	:	Mr. Patrick Selowa Tel No: (011) 355 1505
<b><u>POST 18/228</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE (X2 POSTS)</u></b> Sub-Directorate: THRS
<b><u>SALARY CENTRE</u></b>	:	R382 245 per annum Johannesburg East District Ref No: JE2022/05/21 Ekurhuleni South District Ref No: ES2022/05/22
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related qualification majoring in HR/ Personnel Management plus a minimum of 3 years relevant working experience in human resource management/administration at a supervisory level and or at a post equivalent to salary level 8/7). Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.
<b><u>DUTIES</u></b>	:	Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on PERSAL. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the senior management services, on all service termination payments and benefits. Advise SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assures the correct capturing of termination on PERSAL against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.
<b><u>ENQUIRIES</u></b>	:	Ms. Elizabeth Moloko Tel No: 011 666 9109 (JE) Mr. Xolani Kheswa Tel No: 011 389 6062 (ES)
<b><u>POST 18/229</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2022/05/23 (X2 POSTS)</u></b> Directorate: Recruitment and Selection
<b><u>SALARY CENTRE</u></b>	:	R382 245 per annum Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Human Resource Management or three-year related qualification

majoring in HR/Personnel Management plus a minimum of 3 years relevant working experience in the HR working environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of PERSAL. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Project management and Project leader skills. Good interpersonal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is essential.

**DUTIES**

: Assist in the development and implementation of the GDE recruitment, selection, retention and placement strategies and ensure the implementation thereof. Participate in the identification and solving of gaps and challenges in existing recruitment, selection, and retention and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the development of HR policies based on gaps identified in the District. Coordinate the administration of all response handling, recruitment, selection, appointments, movements, transfers, placement, absorption and retention of staff. Ensure that an up-to-date response handling database is maintained. Coordinate effective receipt, sifting, capture, distribution, storage and disposal of applications. Coordinate the advertisement of departmental vacancies, transfers and absorption. Verify qualifications for suitable candidates. Coordinate the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Collate reports from Cluster Heads and Branches, partake in advising line management on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Partake in provision of advisory services to shortlisting and interview panels. Partake in guiding and advising personnel on human resource provisioning matters in order to enhance the correct implementation of personnel administration practices and policies. Partake in the compilation of reports and memos on Human Resource Provisioning issues and provide inputs in recommendations where necessary. Coordinate compliance, background and reference checks. Manage Resources (Human, Capital and Physical). Ensure that job descriptions are in place for all staff members. Coordinate the signing of job descriptions and performance agreements for subordinates. Conduct performance reviews and submit to the Performance Management and Development unit timeously. Assist Deputy Director, Human Resource Provisioning in compiling monthly, quarterly and annual report.

**ENQUIRIES**

: Ms. Tlaleng Ngubeni Tel No: 011 843 6544

**POST 18/230**

: **ASSISTANT DIRECTOR: OFFICE SERVICE POOL REF NO: ES2022/05/24**  
Directorate: Finance and Administration

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

: R382 245 per annum  
: Ekurhuleni South District  
: An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Public Administration/Public Management/ Office Management /Transport management/Archives and Records Management or three-year related qualification plus a minimum of 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Treasury Regulations and PFMA. Building and office administration. Fleet management. Filing systems. Administration procedures relating to specific working environment, including norms and standards. Skills Planning and organizing. Client service. Interpersonal relations. Problem solving. Conflict resolution. Computer literacy. Report writing skills. Ability to perform routine tasks. A valid South Africa driver's license.

**DUTIES**

: Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene

services, Labour Saving Devices Wastepaper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan. Mr. Xolani Kheswa Tel No: (011) 389 6062

**ENQUIRIES**

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**POST 18/231**

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**ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: EN2022/05/25**  
Sub-Directorate: Curriculum Management and Delivery

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

:

R382 245 per annum

:

Ekurhuleni North District

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

**DUTIES**

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

and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.

**ENQUIRIES** : Ms Emily Mochela Tel No: 011 746 8190 (EN)

**POST 18/232** : **ASSISTANT DIRECTOR: TRANSPORT MESSAGING SERVICES REF NO: HO2022/05/26**  
Directorate: Auxiliary Services and Fleet Management

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Head Office, Johannesburg  
: An appropriate recognized three-years National Diploma or Degree in Public Administration/Public Management/Records and Archives Management/Transport Management or related three-year qualification plus a minimum of 3 years relevant working experience in Transport messaging services, Fleet or Records management services at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of PFA, Transport policies, Public Act Regulations, Supply Chain Management policies, Memorandum of Understanding and Batho Pele Principles. Good interpersonal skills, communication skills (verbal and written), Supervisor skills, Report-writing, Time management skills, Organising skills and Analytical skills, Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence (manual). Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

**DUTIES** : Ensure the allocation of Drivers /messengers to the relevant unit. Verify and approve the driver/messaging requests in accordance with relevant procedures or guidelines. Compile and consolidate monthly reports for the sub-directorate. Ensure accident reports are completed accordingly and make follow-ups on progress. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official. Ensure the provision of driving support services. Monitor and oversee shuttle service and transportation of materials/equipment's to the relevant destinations. Organize, plan, control, and report operational activities. Develop work schedules according to workloads. Certify and sign all register books on a weekly basis. Ensure that all full register books are submitted to at records management for filing. Ensure provision of messenger support services within the Department. Ensure the effective, efficient, and economic utilisation of allocated resources. Ensure that Performance Management System is executed.

**ENQUIRIES** : Mr Robert Mudau Tel No. 011 843 6898

**POST 18/233** : **ASSISTANT DIRECTOR: AUXILIARY SUPPORT SERVICES REF NO: HO2022/05/27 (X2 POSTS)**  
Directorate: Auxiliary Services and Fleet Management

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Head Office, Johannesburg  
: An appropriate recognized three- year National Diploma or Degree in Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or related three- year qualification plus a minimum of 3 years relevant working experience in Auxiliary Support Services or provision of Admin Support at a supervisory level and or at a post equivalent to salary level 8/7) Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, organising skills, Report writing skill, administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines.

**DUTIES** : Ensure the provision of the cleaning and general assistance services. Provide inputs in the compilation of hygiene services contracts. Supervise and ensure preparation of inventory management for cleaning material. Monitor & resolve



queries related to general cleaning e.g., hygiene services. Manage and ensure that spot check is conducted on a weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure efficient and effective clean working environment. Compile monthly /quarterly reports. Supervise and provide administrative support services to the Business Unit. Report on the number of goods and services received on a quarterly basis. Provide inputs in the compilation of the budget, audit, and financial functions, and monitor expenditure and resources. Quality assures submissions on procurement of goods and services for the Unit. Monitor and report redundant/ stolen assets to the relevant Unit. Coordinate and ensure the provision of activities within the Unit, e.g. stationery, travel claim forms and other requests. Facilitate implementation of Auxiliary Support Service policy within GDE. Ensure that Performance Management System is executed. Ensure the effective, efficient, and economic utilization of allocated resources.

**ENQUIRIES**

: Mr Joe Mokhosi Tel No. 011 355 0761

**POST 18/234**

: **ASSISTANT DIRECTOR: PROVISIONING AND ADMIN FOR INSTITUTION**  
**REF NO: GW2022/05/28**  
 Sub-Directorate: Finance and Administration

**SALARY**  
**CENTRE**

: R382 245 per annum  
 : Gauteng West District

**REQUIREMENTS**

: An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7). Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

**DUTIES**

: Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit

		Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff. Ms Louisa Dhlamini Tel No. 011 660 4581
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 18/235</u></b>	:	<b><u>ASSISTANT DIRECTOR: IT SERVICE LEVEL MANAGEMENT REF NO: HO2022/05/29</u></b> Directorate: Information Technology Service Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum Head Office, Johannesburg An appropriate three-year National Diploma in Information Technology or related three-year qualification plus 3 years extensive experience in an ICT operational customer service environment. ITIL Foundations Certificate will be an added advantage. Experience of COBIT standards and/or certificate is a pre-requisite. Extensive knowledge of how Government systems work will be an added advantage. Valid unendorsed driver's license. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative and make decisions. Ability to analyse and develop reports for presentation to senior management.
<b><u>DUTIES</u></b>	:	Develop, implement, monitor and report on the underpinning contracts with external service provider, report on the SLAs with IT users, Service Level Agreements, Operational level Agreements, and Underpinning Contracts. Implement SIP from Service Level Agreements, Operational level Agreements and Underpinning Contracts. Review SLAs and service scope against business requirements and make recommendations for improvements. Ensure compliance of IT policies, procedures, processes and standards. Arrange SLM and IT meetings with different stakeholders. Prepare and provide IT SLM Weekly, monthly, quarterly and unexpected reports. Liaise with business all the time on services interruptions. Align incident processing and handling with overall service level. Provide the development of action plan for service breaches identified by business in service level reviews. Perform regular audit of incidents to manage trends analysis. Participate in business requirements for design and implementation of new services. Check that IT services meets required services levels. Ensure major incidents are reported and resolved to minimize business impact. Identify and manage poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit work plan, performance development plan, job description and performance agreements of staff. Ensure staff is kept abreast of all new prescripts and policies. Provide input in terms of the compilation of Unit's Budget and monitoring thereof. Prepare submissions, letters and internal memorandums. Knowledge of IT processes Development and maintenance of service catalogue.
<b><u>ENQUIRIES</u></b>	:	Ms Hellen Kganyago Tel No. 011 843 6693.
<b><u>POST 18/236</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY SERVICES &amp; SAFE SCHOOL MANAGEMENT (X2 POSTS)</u></b> Directorate: Security Services & Safe School Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum Johannesburg Central District Ref No: JC2022/05/30 Johannesburg North District Ref No: JN2022/05/31 An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Safety Management/ Security Risk Management Disaster Management/ Environmental Management or three-year related qualification plus a minimum of three years' relevant experience in Safety Management Environment at a supervisory level and or at a post equivalent to salary level 8/7). Experience in (PSIRA) Public Security Industrial Regulatory Authority registration with a Grade "A/B" will be an added advantage. Knowledge of Public Service Act and Regulations, Employment Equity Act, Occupational Health and Safety Act, South African Schools Act, Labour Relations Act, Protection of Childers Act and Workplace Ethics. Excellent communication (verbal & written), Investigation and Incident Management skills. Good interpersonal relation skills. Computer literacy, Planning and Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.

- DUTIES** : Develop Occupational Health and Safety measures and monitor compliance protocols by schools. Coordinate the establishment and appointment of an Occupational Health and Safety Committee at schools. Develop safety and security emergency plans and conduct awareness at schools such as emergency evacuation drills. Ensure that schools conduct safety audits using the provided OHS audit tools. Liaise with Infrastructure Management directorate in prioritization and fixing of occupational hazards and defects whenever they are detected. Coordinate the establishment and administration of the Safety and Security Unit in the districts. Present Hazard Identification and Risk Assessment recommendations and mitigation plans and strategies to regional and provincial Safety Committee. Coordinate campaigns that advocate and aim at addressing social ills impacting on teaching and learning at schools. Coordinate the presentation of security and safety awareness and challenges at schools within the responsible district. Ensure that safety awareness posters are distributed at schools. Coordinate the Rehabilitation programme for learners that are in conflict with the law. Coordinate linking of schools to their responsible psychologists and social workers within the district i.e. SANCA, FBO in order to initiate rehabilitation of distressed learners. Ensure that schools implement the approved School Safety Policy Exemplar of 2012. Ensure that schools are linked to their local SAPS stations within the district. Ensure that schools comply with and customize their safety in line with the recommended COVID-19 safety protocols. Supervision of Staff. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.
- ENQUIRIES** : Mr Linda Mabutho Tel No: (011) 983 2231(JC)  
Ms. Nelisiwe Mashazi Tel No: (011) 694 9411. (JN)
- POST 18/237** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HO2022/05/34**  
Directorate: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Head Office  
: An appropriate 3-year National Diploma/Degree qualification in Financial Management/Accounting/ Cost and Management Accounting plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations. Financial Circulars, Government budget, expenditure process and Reporting Procedures. Computer literacy, Communication Skills, Project Management, Interpersonal relations, Presentation skills, Analytical skills Financial Management skills and Report writing and minutes taking skills.
- DUTIES** : Coordinate and facilitate budget management services in relation to the original, adjustment and year-end shiftings and virement budget. Coordinate the preparation and costing of operational plans as per applicable prescripts. Ensure that cash flow projections and procurement plans are prepared and aligned to the indicative allocation. Ensure that budget shifts requests are in accordance with Departmental policies, Treasury circulars and budget allocations. Provide advice and guidance during budget preparation of the department as per PFMA and applicable legislation. Coordinate the consolidation and compilation of the departmental cash flow projections (IYM) submissions in line with PFMA, Treasury Guidelines and Circulars. Coordinate the verification and submission of requisition forms (RLSO1). Submit monthly and year end accruals and commitments. Manage the analysis of expenditure and clearing of misallocations. Provide advice and support to responsibility managers on remedial measures to prevent over or under spending, and expenditure management related prescripts. Provide inputs on drafting and maintenance of expenditure management policies, circulars, etc. Maintain stakeholder relationships. Ensure that expenditure is in line with the operational plan and allocated budget. Provide inputs on drafting and maintenance of finance policies, processes and procedures, etc. Ensure the compilation of management reports in terms of the PFMA and Treasury Regulations. Ensure that all documents are filed for record-keeping and audit purpose. Provide inputs on audit queries to be resolved and reported. Ensure effective and efficient management of allocated financial, physical and human resources Provide inputs in terms of the compilation of sub-component's budget. Compile

		and submit job descriptions, performance agreements, assessments, and performance development plan for staff.
<b><u>ENQUIRIES</u></b>	:	Ms Matshediso Kobe Tel No: 011 355 0033
<b><u>POST 18/238</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: HO2022/05/38 (X5 POSTS)</u></b> Directorate: Anti-corruption Ethics & Integrity Management
<b><u>SALARY</u></b>	:	R382 254 per annum
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/ Degree (NQF 6/7) qualification in Accounting/Auditing/Investigations/Ethics/Integrity Management) or three-year related qualification plus a minimum of 3 years' relevant working experience in the Investigations/Auditing/Ethics/Anti-Corruption environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Anti-Corruption, Ethics and Integrity Management Practices, Forensic Investigations/Auditing, Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles, PFMA and Treasury Regulations, MTEF budget compilation and analysis. Public Service Act and Regulations, Policy development, South African Constitution, NQF Act. Prevention and Combating of Corrupt Activities Act, PAIA and Protected Disclosures' Act. Good verbal and written communication skills, Risk Management, Stakeholder management, People and Conflict Management, Research and analytical, Computer skills- MS Office (Word, Excel, PowerPoint), Presentation and Facilitation, Project management, Change management, financial management, Statistical and quantitative analysis. A valid South Africa driver's license.
<b><u>DUTIES</u></b>	:	Implementation of anti-corruption, Ethics and Integrity Management strategies. Assist in the compilation/ drafting of the departmental code of conduct. Facilitate the combating, monitoring and reporting of potential conflicts by officials while performing their duties. Draft letters memos on implementation and recovery of loss of state property by the department. Coordinate the promotion of sound ethics and integrity management. Collate and consolidate documents to E-disclosure system to DPSA and ensure compliance thereof. Maintenance of a gift register for all GDE officials. Conducting of Forensic Audits. Conduct preliminary and detailed investigations into allegations of maladministration, fraud, and corruption. Draft project plans for special projects associated with ethics, integrity, and anti-corruption. Monitor the implementation of remedial actions emanating from the forensic investigations. Development of anti-corruption, integrity, and ethics legislative frameworks (policies), procedures and guidelines for good governance. Develop and review risk management strategies and policies in line with the provincial and national ethics and integrity management frameworks. Conduct research and develop new methodologies, strategies, procedures manual and best practices relating to anti-corruption, ethics, and integrity management. Provide advice on all anti-corruption, integrity, and ethics enquiries internally and to relevant stakeholders. Supervision and Development of Staff. Ensure that staff are assessed in line with their Performance Management and Development System (performance development plans, job descriptions and performance agreement).
<b><u>ENQUIRIES</u></b>	:	Mr William Makgabo Tel No: (011) 355 0269
<b><u>POST 18/239</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: JN2022/05/39</u></b> Sub-directorate: Finance and Administration
<b><u>SALARY</u></b>	:	R382 254 per annum
<b><u>CENTRE</u></b>	:	Johannesburg North District
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. A valid South Africa driver's license.
<b><u>DUTIES</u></b>	:	Provide financial administration and procurement administration to the District office. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget

allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Co-ordinate and distribute payroll control sheets. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

**ENQUIRIES**

: Ms Nelisiwe Mashazi Tel No: (011) 694 9411

**POST 18/240**

: **PERSONAL ASSISTANT REF NO: HO2022/05/33**  
Branch: Corporate Management

**SALARY**

: R261 372 per annum

**CENTRE**

: Head Office

**REQUIREMENTS**

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

**DUTIES**

: Provide a secretarial/receptionist support service to the Deputy Director General. Record the engagements of the Deputy Director General. Ensure that office equipment is in working good order. Provide administrative support services in the Office of the Deputy Director General. Ensure the effective flow of information and documents to and from the office of the Deputy Director General. Ensure the safekeeping of all documentation in the office of the Deputy Director General in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. File documents for Deputy Director General and the unit where required. Provide support to Deputy Director General regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the Director/ Deputy Director General with the administration of the Office Budget. Keep a record of expenditure commitments for the Office of the Deputy Director General. Remain up to date with regard to the policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director. Remain abreast with the procedures and processes that apply in the office of the Deputy Director General.

**ENQUIRIES**

: Ms. Rirhandzu Mabasa Tel No: (011) 843 6529

**POST 18/241**

: **PERSONAL ASSISTANT REF NO: HO2022/05/34**  
Directorate: Enterprise Risk Management

**SALARY**

: R261 372 per annum

**CENTRE**

: Head Office

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES** : Mr Puledi Selepe Tel No: (011) 355 1154

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

**POST 18/242** : **SENIOR MANAGER: MEDICAL SERVICES REF NO: TEMBI/2022/SM/01**  
Directorate: Office of the CEO

**SALARY** : R1 534 689 – R1 862 412 per annum, (all-inclusive package)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Medical practitioner. A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner. 5 years at management level will be an added advantage. Post graduate Management qualification (e.g. MBA or MPH) Computer Literacy in Microsoft Package (MS Word, Excel and Power point) and a valid driver's license. Experience and knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management the prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

**DUTIES** : Responsible for the leadership and management of the delivery for clinical services to TPTH and Cluster Facilities. Coordinate and provide strategic leadership. Participate actively in administrative duties of the Departments. Ensure quality assurance, including clinical audits, are conducted in the Department in line with Ideal Hospital Framework, NHI preparations. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of TPTH as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, quarterly review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

**ENQUIRIES** : Dr. A. Mthunzi Tel No: (011) 923-2023  
**APPLICATIONS** : Applications to be addressed to: Tembisa Provincial Tertiary Hospital (HR Office) Or through Email at: [TembisaHR1.HR@gauteng.gov.za](mailto:TembisaHR1.HR@gauteng.gov.za)

**NOTE** : Applications must be submitted with a New Z83 form accompanied by a comprehensive CV and copies of ID (if smart card it must be copied on both sides) and Certificate of qualifications. Applicants need not to certify the supporting documents. Applicant must indicate the post reference on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of the recommended candidates will be verified prior appointment. Persons in possession of a foreign qualification must furnish the department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. Applications must be submitted on form Z83 (New Z83), obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Note: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

**CLOSING DATE** : 03 June 2022

**POST 18/243** : **MEDICAL REGISTRAR REF NO: REFS/014059**  
 Directorate: Orthopaedics

**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 Registrar Medical. Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical).

**DUTIES** : Clinical assessment of orthopaedics patients, formulation, development, and execution of evidence based and compassionate patient care plans. Daily ward rounds and attendance at OPD, preparation of patients for theatre and performance of surgical procedures concordant with a registrar position. The application of cost containment measures in service delivery is important. Assessment and management of medical and orthopaedics emergencies. After-hours calls and execution of urgent orthopaedics procedures. Counselling and education of patients and families. Proper clinical record keeping and participation in ward / departmental administrative duties. Commitment to the highest level of care, ethics, professionalism and punctuality. Work responsibility within a multi-disciplinary team. Reporting all conflicts of interest and corruption. Work at, and participate in outreach, academic and research programmes at any of the Gauteng Health facilities affiliated with the Department of Orthopaedics Surgery of the University of the Witwatersrand. Academically: will participate in the orthopaedics teaching programme as per the Department of Orthopaedics Surgery at Wits University and conduct research under supervision, with the aim of attaining the MMed degree and CMSA Fellowship Final exam. The incumbent will train in the various disciplines of orthopaedics surgery and will teach and supervise medical officers, medical interns, and medical students.

**ENQUIRIE APPLICATIONS** : Prof. A. Robertson Tel No: 011 488 4990  
 : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto: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](http://www.dpsa.gov.za/documents)) with an updated, clear and detailed C.V with 3 contactable referees. 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.

**CLOSING DATE** : 03 June 2022

**POST 18/244** : **MEDICAL REGISTRAR REF NO: REFS/014060**  
 Directorate: Diagnostic Radiology

**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 Registrar Medical. Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical).

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participate 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 presentation, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hours (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).

- ENQUIRIE APPLICATIONS** : Prof D.P Ramaema Tel No: 011 488 3368/4556
- : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto: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](http://www.dpsa.gov.za/documents)) with an updated, clear and detailed C.V with 3 contactable referees. 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.
- CLOSING DATE** : 03 June 2022
- POST 18/245** : **MEDICAL OFFICER REF NO: REFS/014061**  
Directorate: Surgery
- SALARY** : Grade 1: R833 523 per annum, (all-inclusive package)  
Grade 2: R953 049 per annum, (all-inclusive package)  
Grade 3: R1 106 037 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
- : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of all patients, formulation, development and execution of management plans of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participates in ward/ department admin in maintain ward record. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and report all potential conflict of interests and corruption.
- ENQUIRIES APPLICATIONS** : Prof. T.E Luvhengo Tel No: 011 488 3373
- : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject.



<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with an updated, clear and detailed C.V with 3 contactable referees. 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.
<b><u>CLOSING DATE</u></b>	:	03 June 2022
<b><u>POST 18/246</u></b>	:	<b><u>MEDICAL OFFICER RADIOLOGY REF NO: REFS/014015 (X1 POST)</u></b> Directorate: Emergency Department
<b><u>SALARY</u></b>	:	Grade 1: R833 523 – R897 939 per annum, (all-inclusive packages) Grade 2: R953 049 – R1 042 092 per annum, (all-inclusive packages) Grade 3: R1 106 037 – R1 382 802 per annum, (all-inclusive packages)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Leratong Hospital Senior certificate or Grade 12, MBCHB or equivalent qualifications. Registration certificate with the HPCSA as Independent Medical Practitioner. Current registration with HPCSA. One year experience in discipline of Radiology. Sound clinical and radiological knowledge within the discipline. Ability to deal with all radiological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patient.
<b><u>DUTIES</u></b>	:	Render radiological duties – inpatient and outpatient; normal and after-hours. Render cost effective medical care, incorporating radiological management and follow-up. Maintain radiology records. Undertake on-going Medical Education and Professional Development. Suggest alternative medical imaging where necessary. Interpreting results and writing reports for CT, ultrasound, fluoroscopy and Plain Films. Communicate and discuss results and Diagnosis with Clinicals.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr SW Mokae Tel No: 011 411 3787 Applications to be done through E-Recruitment portal – <a href="http://www.professionaljobcenter.gpg.gov.za">http://www.professionaljobcenter.gpg.gov.za</a> . No e-mailed, posted or hand delivered applications will be accepted.
<b><u>NOTE</u></b>	:	Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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 documents before the 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.
<b><u>CLOSING DATE</u></b>	:	03 June 2022

**POST 18/247** : **DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: REFS/014009 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package structure)  
: Leratong Hospital

: An appropriate 3-year Degree/NQF level 7 Tertiary qualification in Human Resource Management. Ten (10) years or more relevant experience in Human Resource Management sphere of which three (3) years must be at an Assistant Director level. Experience in HR for Health will be an added advantage. Ability to provide leadership on HR practices and Administration. Ability to develop, monitor and evaluate skills development legislations, HR policies and procedures. Ability to interpret and analyse HR data. Knowledge of developing, analysing, interpreting reports and presenting them to management. Demonstrate knowledge of managing PERSAL system and interpreting reports. Ability to manage staff, work independently, adhere to strict deadlines. Knowledge of the Public Service Act, Public Finance Management Act, Treasury Regulation, PSCBC Resolution, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Employment equity Act and other HR legislation and prescripts. Report writing skills, Computer proficiency, Presentation Skills and Driver's license are essential.

**DUTIES** : Responsible for the implementation of HR policies, plans and strategy. Develop internal controls and Standard Operating Procedures and strategies and ensure the alignment of the organisational structure to the institutional strategic plan. Manage Human Resource information and knowledge. Monitor and evaluate the implementation of Human Resources strategies. Render efficient human resource administration service. Ensure effective recruitment and retention strategy is in place, Manage appointments, transfers, and termination on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resource personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorise transactions and verify source documents. Maintenance of post establishment on HRM database. Management of HR Labour Relation matters and the interpretation and implementation of the collective bargaining agreement. Attend to Audit queries, HR risk management and compile reports for implementation of the recommendations thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon an Institutional skills gap analysis and PMDS system findings. Device appropriate monitoring mechanisms to ensure that all resources deployed yields the desired result with regards to HRD and planning activities. Attend to Ideal Hospital Framework and monitor and report on proper implementation of the Ideal Hospital Framework requirements of the Human Resource. Ensure compliance and maintaining the quality standard required by the institution. Advice CEO and hospital management on HR practices, procedures, guidelines and policies etc. Be part of the Executive management and participate in the development of strategic and operational plans for the hospital. Prepare reports for Provincial Office and represent the hospital at different forums. Manage and coordinate Human Resource Development Programme. Manage Training and Development budget and Departmental Skills Development Committee. Manage, monitor and coordinate the Workplace Skills Plan and Reports. Manage the Performance Management Development, Employee Wellness and OHS functions. Implement the Employment Equity in the department. Ensure effective management of PILIR and Reasonable Accommodation of employees.

**ENQUIRIES APPLICATIONS** : Dr. D.P. Moloi Tel No: 011 411 3531  
: Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted.

**NOTE** : Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted. 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](http://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 documents before the 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. Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

: 03 June 2022

**POST 18/248**

: **DEPUTY DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: REFS/014011 (X1 POST)**

Directorate: Administration and Support Management

Re-Advert, candidates who previously applied are encouraged to re-apply

**SALARY CENTRE REQUIREMENTS**

: R744 255 per annum, (all-inclusive package structure)

: Leratong Hospital

: 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 which 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, 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, 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. 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 to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted.

**NOTE** : Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted. 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](http://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 documents before the 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** : 03 June 2022

**POST 18/249** : **ASSISTANT MANAGER NURSING PN-A7: GENERAL REF NO: REFS/006583**  
Directorate: Nursing  
Re-advertisement, those who applied before are welcome to re-apply.

**SALARY** : R571 242 – R662 223 per annum, (plus benefits)  
**CENTRE** : Dr Yusuf Dadoo Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council In term of Government Notice 425, i.e diploma/degree in Nursing as a professional Nurse. A minimum of 8 years appropriate and recognizable experience in Nursing after registration as a professional Nurse with the South African Nursing Council. Diploma/degree in Nursing management qualification registered with South African Nursing Council. At least 3 years of the period referred above must be appropriate recognizable experience at Management Level in health Care Facility, i.e Operational/ Unit Manger Level. Current South African Nursing Council annual practicing certificate. Valid EB driver's license. Computer literacy. Strong leadership skills, knowledge of health programmes, good communication skills and sound interpersonal skills are necessary.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Establish and maintain constructive working relationships with nursing and other stakeholders (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 Human resources and Performance Management and Development System. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth ethical development of self and subordinates. Implementation and monitoring of Continuous Professional Development. Provide guidance and mentorship to Operational Manager under his/her supervision. Knowledge of data Management in the

		Hospital setting. Clear understanding and implementation of ideal Hospital realization framework. Broad knowledge of Management of Patient safety Incidence. Knowledge of Health risk management within the Hospital.
<b><u>ENQUIRIES</u></b>	:	Ms. DS Ngwenya Tel No: 011 951 6045
<b><u>APPLICATIONS</u></b>	:	must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
<b><u>NOTE</u></b>	:	Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into Consideration
<b><u>CLOSING DATE</u></b>	:	03 June 2022: 13h00
<b><u>POST 18/250</u></b>	:	<b><u>OPERATIONAL MANAGER GRADE 1 – GENERAL REF NO: 18/2022 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R450 939 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Kopanong Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Seven years' appropriate experience as a nurse after registration with SANC. Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public service and institutional policy framework. Display empathy for patient treatment and care. Knowledge of nursing care procedures, nursing strategy, statutes, core standards and other relevant framework such as Nursing Act OHS Act, Patient Rights Charter, Batho Pele Principles, and Procedures, Grievance Procedures, etc. Pertaining to the relevant resources under management.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by professional scope of practice and set in the nursing Standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Compile and analyses reports and data to improve quality of patients. Be allocated to work shifts and relieve the Supervisor when required. Perform as Operational Manager in accordance with the scope of practice. Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues. Implement Ideal Hospital, Maintenance and Realization Standards. Maintain professional growth/ethical standards, research, training and self-development. Participate in analysis, formulation and Implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationship with nursing and other stakeholders. Management of personnel Performance and review thereof.
<b><u>ENQUIRIES</u></b>	:	Ms ME Polo Tel No: (016) 428 7130
<b><u>APPLICATIONS</u></b>	:	must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
<b><u>NOTE</u></b>	:	Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.
<b><u>CLOSING DATE</u></b>	:	03 June 2022
<b><u>POST 18/251</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL (OPD) PNA5 REF NO: REFS/TMH/2022/05/01 (X1 POST)</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital

- REQUIREMENTS** : A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
- ENQUIRIES APPLICATIONS** : Mrs. M.L Mashamba Tel No: (011) 898 8314  
: Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on ([www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability 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** : 03 June 2022, Time: 12H00
- POST 18/252** : **OPERATIONAL MANAGER GENERAL (GYNAE) PNA5 REF NO: REFS/TMH/2022/05/02 (X1 POST)**  
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R450 939 – R507 531 per annum, plus benefits  
: Tambo Memorial Hospital  
: A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
- ENQUIRIES** : Mrs. M.L Mashamba Tel No: (011) 898 8314

- APPLICATIONS** : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability 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** : 03 June 2022, Time: 12h00
- POST 18/253** : **PROFESSIONAL NURSE SPECIALTY REF NO: REFS/014050**  
Directorate: Nursing Department: Maternity
- SALARY** : R388 974 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Post basic Midwifery and Neonatal Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration.
- DUTIES** : Demonstrate an understanding of legislation and related and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render antenatal care, intrapartum care, post-natal care and neonatal care. Ensure and advocate for provision and supervision of patient's needs. Contribute to the improvement of perinatal mortality and morbidity through implementation of priority programmes, EMTCT, MBFI and ESMOE. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays
- ENQUIRIES** : Mr. GNB Moeng Tel No: 011 481 5584
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Responsehandling.Cmjah@gauteng.gov.za](mailto:Responsehandling.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](http://www.dpsa.gov.za/documents)) with an updated, clear and detailed C.V with 3 contactable referees. 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.

**CLOSING DATE** : 03 June 2022

**POST 18/254** : **PROFESSIONAL NURSE SPECIALTY REF NO: REFS/014057**  
Directorate: Nursing Department: Critical Care

**SALARY** : R388 974 per annum, (plus benefits)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Critical Care Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration.

**DUTIES** : Demonstrate an understanding of legislation and related and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.

**ENQUIRIES** : Mr. GNB Moeng Tel No: 011 481 5584

**APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Responsehandling.Cmjah@gauteng.gov.za](mailto:Responsehandling.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](http://www.dpsa.gov.za/documents)) with an updated, clear and detailed C.V with 3 contactable referees. 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.

**CLOSING DATE** : 03 June 2022

**POST 18/255** : **PROFESSIONAL NURSE SPECIALTY REF NO: REFS/014058**  
Directorate: Nursing Department: Operating Theatre

**SALARY** : R388 974 per annum, (plus benefits)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Operating Theatre Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration.

**DUTIES** : Demonstrate an understanding of legislation and related and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by



the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.

- ENQUIRIES** : Mr. GNB Moeng Tel No: 011 481 5584
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Responsehandling.Cmjah@gauteng.gov.za](mailto:Responsehandling.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](http://www.dpsa.gov.za/documents)) with an updated, clear and detailed C.V with 3 contactable referees. 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.
- CLOSING DATE** : 03 June 2022
- POST 18/256** : **ENVIRONMENTAL HEALTH PRACTITIONER / HEALTH AND SAFETY OFFICER REF NO: REFS/006584**  
Directorate: Allied Health Services
- SALARY** : R388 974 - R450 939 per annum, (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : Grade 12 and a relevant Diploma or B- Tech Environmental Health /Occupational Health and Safety with a minimum of 2 years recognisable experience as Environmental Health Practitioner including community service/Health and Safety Officer. Current Registration with Health Professional Council of South Africa (HPCSA) or with the South African Institute of Occupational Safety Health (SAIOSH) Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA), Public Sector Risk Management framework. OHS ACT No 85 OF 1993 and regulations, National Health Act 61 of 2003, Environmental Health norms and standards. Good communication (Verbal and written), good interpersonal relationship. Computer (MS Office packages), report writing skills, knowledge of Performance Management System & Development, conflict resolution, auditing, and all relevant departmental policies and procedures. Coordinate the activities of OHS, identify risks, and perform the secretariat function of the OHS Committee. Exposure to hospital environment and valid driver's licence.
- DUTIES** : Conduct Hazards Identification Risk assessment to ensure safety for the facility. Conduct regular inspections and OHS audit to ensure compliance with the OHS Act. Form an integral part of OHS committee and ensure commencement of OHS meetings Develop a risk assessment and update the hospital risk register with relevant stakeholders. Investigate OHS complains and provide reports and Quality improvement plan to management. Conduct incident investigation or any occupational diseases in collaboration with the OHS clinical programme coordinator. Ensure overall supervisory, coordination, implementation and monitor compliance of SHERQ programmes. Develop an emergency preparedness plan and ensure drills are conducted. Develop hospital floor plans for each unit and Conduct OHS awareness. Conduct OHS trainings and promote OHS culture in the facility. Work in collaboration with

Facility Manager to ensure that all contractors have safety files prior to handing over of site. Ensure a culture of innovation and performance. Ensure that the occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and ensuring that the hospital is compliant in terms of fire safety. Work with Supply Chain Management to ensure procurement Personnel Protective Equipment's for employees.

**ENQUIRIES APPLICATIONS** : Ms D.S. Ngwenya Tel No: (011) 951 6045  
 : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740. No faxed or emailed applications will be considered.

**NOTE** : Applications must be submitted on the (New Z83 Only) fully completed, obtainable from any Public Service Department or on the internet. Applicant must attach copies of all the necessary documents (qualifications) to the application including a valid identity document Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution, and respective dates (DD/MM/YY) The suitable candidate will be subjected to medical surveillance. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

**CLOSING DATE** : 03 June 2022: 13h00

**POST 18/257** : **ASSISTANT MANAGER: FINANCE REF NO: 17/2022 (X1 POST)**  
 Directorate: Finance

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (plus benefits)  
 : Kopanong Hospital  
 : National Diploma/Bachelor's Degree in Commerce/Financial Management/Accounting. Minimum of 5 years' in Finance, 3 years' of which should be supervisory level (Financial Controller or State Accountant). Knowledge of relevant acts (PFMA, Treasury Regulations, DORA) and systems (BAS, SAP). Good leadership skills, must be able to plan, organize co-ordinate activities in the finance unit. Ability to work under pressure. Excellent verbal and written communication skills, good interpersonal and problem solving skills. Computer literacy is essential. Valid driver's license.

**DUTIES** : Development of an Operational Plan for Finance and give quarterly reviews on progress. Effective financial control and monitoring of current budget expenditure. Compiling of monthly reports. Ensure that monthly various expenditure reconciliations are performed. Clearing of work cycles. Ensure that suppliers are paid within 30 days and manage accruals. Assist in the preparations and budget allocations. Training of staff on Finance related matters. Supervision and mentoring of staff in Finance unit. Attend to Auditors and develop action plans to improve controls and eliminate audit findings. Evaluate performance of subordinates continuously. Monitor revenue and risk management.

**ENQUIRIES APPLICATIONS** : Ms. P. Mabena Tel No: (016) 428 7112  
 : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. The appointed employee will be subjected to Personnel Suitability Check (PSC), and Medical surveillance as required in the HBA, at no cost. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE** : 03 June 2022

**POST 18/258** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY) REF NO: REFS/014013 (X1 POST)**  
 Directorate: ICT

**SALARY CENTRE** : R382 245 – R461 745 per annum  
 : Leratong

- REQUIREMENTS** : Grade 12 plus 3 years National Diploma (NQF level 6) or bachelor's degree (NQF level 7) in Information Technology or Computer Science. A minimum five (5) years working experience in the role of desktop or network support. Experience in troubleshooting ICT equipment including basic network troubleshooting is a must. The candidate should have Supervisor experience in supporting Citrix, RX-solutions, PAAB / Medicom and latest Microsoft latest packages. Experience in a health / hospital environment. Knowledge of telephone switchboard, PABX, IP phones will be an added advantage. A valid driver's licence. Must be service orientated, self-driven, able to work independently without direct or constant supervision.
- DUTIES** : Responsible for overall planning of IT system for the hospital. Ensuring data integrity and network maintenance. Constantly monitoring the continuous functioning of the LAN, WAN Exchange services which includes active directory and back up storage solutions. Configurations of computer hardware and software. Configure network devices and email accounts for all users in the hospital. Monitor virus and spyware identification and removal. IT equipment maintenance and disposal by following prescribed procedure. Ensuring weekly antivirus runs and updates software regularly. Monitor usage of lease machine and restriction of access. Install troubleshoot Citrix, PAAB, RX-Solution and Microsoft packages. Manage packages. Manage procurement of cell-phones and hospital telephone expenditure. Assist with specification of ICT equipment. Attend relevant meeting and development opportunities. Develop, implement, and monitor related risks, IT policies and procedures. Relevant Public Service Regulations.
- ENQUIRIES** : Mr. S. Bambula Tel No: 011 411 3542
- APPLICATIONS** : Applications to be done through E-Recruitment portal – <http://www.professionaljobcenter.gpg.gov.za>. No e-mailed, posted or hand delivered applications will be accepted.
- 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](http://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 documents before the 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** : 03 June 2022
- POST 18/259** : **OCCUPATIONAL THERAPIST REF NO: 16/2022 (X1 POST)**  
Directorate: Rehabilitation
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Relevant Degree in Occupational Therapy. Current registration with the HPCSA as an independent Occupational Therapist. Proof of current registration. A maximum of 1 – 3 years' experience with community service is required. Candidate should have sound knowledge of general Occupational Therapy including Rehabilitation, Assessment and Analysis in all fields of Occupational Therapy. Good verbal and written communication skills. Ability to work in a multidisciplinary team. Ability to work under pressure in an acute and changing environment. Must be driven, patient focused individual with excellent planning, organizing, good interpersonal skills and presentation skills.

- DUTIES** : Render and manage Occupational Therapy services that comply with standards and norms. Implement individual and group programmes in keeping with recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in quality assurance audits. Manage allocated human resources. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated Community Service Occupational Therapist and contribute to research. Exercise care with all consumables and equipment.
- ENQUIRIES** : Dr. P. Mabena Tel No: (016) 428 7112
- APPLICATIONS** : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.
- CLOSING DATE** : 03 June 2022
- POST 18/260** : **DIAGNOSTIC RADIOGRAPHER REF NO: 19/2022 (X1 POST)**  
Directorate: Radiology
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : National Diploma or Degree in Diagnostic Radiology Qualification. Proof of original registration and current registration with HPCSA. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. No experience required after Community Service. Must have Computer Skills, Good interpersonal skills, excellent time management skills and must have knowledge of public service legislation governing the health sector and Radiography profession.
- DUTIES** : Participate in providing 24 hours' radiographic services (all modalities). Be part of the standby, overtime roster/allocations. Adherence to Radiation Protection Safety Protocols. Be a team player within the department and the institution. Maintain proper record keeping. Perform and ensure that prescribed Quality Assurance Protocols are adhered to. Carry out duties delegated by the department management. Adhere to Batho-Pele, regulated norms and standards and Ideal Hospital Realization Framework.
- ENQUIRIES** : Ms. M. Kharodi Tel No: (016) 428 7054
- APPLICATIONS** : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Fully completed new Z83, CV, copies of ID and qualifications. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.
- CLOSING DATE** : 03 June 2022
- POST 18/261** : **FOOD SERVICE MANAGER REF NO: REF/202205**  
Directorate: Cook Freeze Factory  
(Re-Advertisement)
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Masakhane Provincial Laundry and Cook Freeze Factory
- REQUIREMENTS** : Grade 12 with three years National Diploma in Food Service Management/Food and beverage management or equivalent qualification. B.Tech in Food Service management/ Food & Beverage management will be added advantage. Atleast 3 years' experience as a Food Service in Public hospital/Clinical environment Food Service Unit. Computer knowledge of Word, Excel and Power Point. Knowledge of Food Service policies. Knowledge of supply chain Management regulations, Labour relation Management and Human Resource Management. Must be willing to work under pressure, weekends, public holidays. Be willing to undergo continuous training and development. Management of personnel performance and review thereof in the sub-division.

- DUTIES** : Manage, control and direct the food services Unit effective and efficient services as well as nutritional care of patients by means of agreed budgets, quality standard and performance in accordance with the policies. Responsible for the overall management and administration of the Food Service Unit. Monitor ordering, receiving, storage and issuing of food items using the correct supply chain procedures. Monitor and manage customer care, Responsible for compliance with safety and health standards; Ensure compliance to hygiene standards within the food service unit; Monitor and ensure proper utilization of the finances and physical resources. Manage Food Service Staff and maintain proper communication within the Unit. Plan, implement and monitor all departmental activities related to procurement and financial system. Monitor plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines.
- ENQUIRIES APPLICATIONS** : Mr. AL Mokgetle Tel No: 012-564 6300  
: Applications should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualification and ID document (copies need not to be certified and only shortlisted candidates will be required to submit certified documents when invited for the interviews). Please ensure that the reference number is quoted correctly. ). The recommended candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.
- CLOSING DATE** : 03 June 2022
- POST 18/262** : **SECRETARY (NURSING SERVICE MANGER) REF NO: REFS/006585**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum, (plus benefits)  
: Dr Yusuf Dadoo Hospital  
: Grade 12 with a minimum of 2 years recognisable experience as a secretary. Qualification in Secretarial Studies/ Office Management/Office Administration/Management Assistant, proof of computer literacy in Microsoft office suite. Proficient user of Microsoft package will be subjected to a test. Certificate of Microsoft package will be added as an advantage. A driver's license will be an added advantage (With exception to people with disabilities). Competencies: Excellent communication and writing skills with good interpersonal relation. Be reliable, punctual, and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks, work under pressure and meet the tight deadlines. Be able to relieve in the CEO and Clinical Manager office. Be prepared to go an extra mile.
- DUTIES** : Making and receiving telephone calls. Typing of letters, monthly Nursing allocation, memos and taking of minutes during the Nursing directorate minutes. Capturing of those minutes, presentation for signatures and adoption during and post the meetings. Managing diaries of Deputy Manager Nursing and other Area Manager Nursing. Organize and manage Nursing events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Ability to communicate well with people at different levels and from diversified backgrounds. Good verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Good knowledge of the public service regulations and public service acts. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Knowledge and application of the Batho Pele Principles Basic skills on report writing. Ability to work independently and in a team under pressure. Must be self-motivated. Applicant should be prepared to undergo practical test and medical surveillance as an

inherent job requirement. Manage the nursing staff establishment, audit that yearly licences are paid to SANC and distribute all annual licenses to the nursing staff from South African Nursing Council. Ensure the effective flow of information and documents to and from the office of Nursing Service Manager. Receive and direct correspondence to relevant Managers and Departments Ensure safekeeping of all documentation in the office. Compile reports and documentations, administer the filing system in line with the Departmental Records Management. Ordering of office consumables and arranging for refreshment for visitors Liaise with relevant Hospital department for procurement of office equipment and stationery. Assist with ad-hoc tasks as and when required.

- ENQUIRIES APPLICATIONS** : Ms. DS Ngwenya Tel No: (011) 951 6045  
 : Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 will be accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration
- CLOSING DATE** : 03 June 2022: 13h00
- POST 18/263** : **FOOD SERVICE AID REF NO: REFS/006586 (X1 POST)**  
 Directorate: Support
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum, (plus benefits)  
 : Dr Yusuf Dadoo Hospital  
 : Abet equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.
- DUTIES** : Perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack, and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment's and report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty rooster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.
- ENQUIRIES APPLICATIONS** : Ms. PE Mantjane Tel No: 011 951 6036  
 : Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 June 2022: 13h00
- POST 18/264** : **CLEANER REF NO: REFS/006587 (X2 POSTS)**  
 Directorate: Support
- SALARY CENTRE** : R104 073 – R122 592 per annum, (plus benefits)  
 : Dr Yusuf Dadoo Hospital

- REQUIREMENTS** : Basic literacy/Abet. 2 years' experience in cleaning environment. Good interpersonal skills, be reliable and be able to work under pressure. Have physical endurance to perform cleaning duties. Provide excellent level of customer care to both internal and external costumers. Comply with safety policies and cleaning equipment's. Shift work compulsory.
- DUTIES** : Clean and disinfect sinks, counter tops, toilets, mirrors, etc. replenishes. Bathroom supplies. Polish metalwork such as fixtures and fittings. Sweep, mop, dump dusting, scrubbing, waxing, polishing furnishers, sluice dirty linen and hanging curtains. Wash windows, walls, doors, panel, and handles. Empty waste baskets and recyclables and transport to disposable area. Do other additional tasks which are given to you by supervisor or those in authority.
- ENQUIRIES APPLICATIONS** : Ms. GS Mazibuko Tel No: 011 951 6017  
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or Dadoo Yusuf Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 will be accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into Consideration.
- CLOSING DATE** : 03 June 2022: 13h00

#### **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** : 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](http://www.thensg.gov.za)
- CLOSING DATE** : 06 June 2022 @12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), comprehensive CV, only shortlisted candidates will submit certified 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.

#### OTHER POSTS

- POST 18/265** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: PT/2022/05/01**  
Directorate: Corporate Services
- SALARY** : R744 255 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable roles.
- CENTRE REQUIREMENTS** : Johannesburg  
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Human Resource Management. 3 – 5 years' experience in the HR Administration and Management field at Junior Management or ASD Level. Knowledge and understanding of Public Service Regulations, Public Service Act, Basic Conditions of Employment Act and Treasury Regulations Protected Disclosure Act. Knowledge of PERSAL. Conflict Management skills, Assertiveness, work ethics and integrity, Ability to work under pressure and must be willing to work irregular hours.
- DUTIES** : Manage Recruitment and Selection Process. Prepare presentations for recruitment progress. Develop recruitment plan. Manage conditions of service, payroll, administration, appointments, transfers, terminations of service, leave administration, housing allowances and other remunerative allowances. Ensure compliance with DPSA prescripts, Authorise Payment of salaries and conditions of service. Monitor evaluate and report on all HRM interventions, which entails compliance with HR prescripts, satisfying audit requirements, HR oversight report, HR plan and annual financial statement requirements. Provide timeous and accurate management information reports, provide information for preparation of employment equity report, compile a report for job creation in the province, provide PFMA report on quarterly basis. Assist in preparing and monitoring compensation budget, Provide IYM information to Office of CFO on monthly basis.
- ENQUIRIES** : Ms. Refiloe Mokadi Tel No: 011 227 9000
- POST 18/266** : **DEPUTY DIRECTOR: COMMITTEES REF NO: GPT/2022/05/02**  
Directorate: Office of the HOD
- SALARY** : R744 255 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that maybe structured in terms of the applicable rule.
- CENTRE REQUIREMENTS** : Johannesburg  
: A three-year tertiary qualification (NQF level 06) as recognised by SAQA in Business Administration or Public Administration. 3 – 5 years' experience in Secretariat or Administration. The candidate must have good communication skills, technical proficiency, planning and organising skills, computer literacy, networking and building bonds.
- DUTIES** : Provide secretariat services to the executive committees, bid adjudication committee and strategic planning retreats. Analyse departmental deliver plans and prepare a programme of agendas, have draft agendas authorized, call in documentation, ensure that all logistical arrangements in respect of meetings are made. Take minutes, prepare minutes, action plans, disseminate. Follow up on action plans and provide feedback. Manage development and implementation of systems. Set up electronic information system, Set up documentation management system. Manage staff in the sub-directorate secretariat services. Manage the work-flow processes and deadlines of staff, provide monitoring and all necessary support to improve the quality of services, ensure that proper disciplinary measures are in place. Manage the budget of the sub-directorate secretariat services. Ensure procurement requests are within the directorate budget, prepare cash flow projections, manage additional authorization of expenditure.
- ENQUIRIES** : Mr. Teneko Bangelo Tel No: 011 227 9000



<b><u>POST 18/267</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPUTER AUDIT REF NO: GPT/2022/05/04</u></b> Directorate: Computer Audit
<b><u>SALARY</u></b>	:	R477 090 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification, e.g., BSc, BCom; National Diploma (Computer Science, IT Auditing, Internal Auditing, etc.). A professional qualification (e.g., CISA, CRISC, CISM, CGEIT accreditation) would be an added advantage. 3 – 5 years' experience in conducting IT Audits.
<b><u>DUTIES</u></b>	:	Planning for the audit projects. Compile audit programme. Performing work according to the ISACA standards. Reviewing the adequacy and efficiency of controls are appropriate to address the identified risks. Completion of all working papers in compliance with the IT Audit methodology. All findings, conclusions and recommendations are properly and sufficiently supported in the documentation. Completing planned/ad-hoc projects efficiently, effectively, economically and in a timely manner. Perform technical review of work done by junior staff to ensure adequate working papers and audit files to substantiate findings and recommendations. Ensure that ISACA standards are adhered to. Prepare and/or review audit reports, discussing findings with management and following up on issues raised in the reports. Inform the computer audit manager controls using flowcharts and other methods of evaluation. Evaluating the IT control environment to ensure that and client manager of audit progress and findings. Comply with departmental administrative requirements. Maintaining accurate time records. Evaluate performance for lower level staff to feed into their training and development plan. Provide on the job training to junior staff with regard to their relevant computer audit skills and transfer skills to other staff as well.
<b><u>ENQUIRIES</u></b>	:	Mr Sihle Hlomuka Tel No: (011 227 9000
<b><u>POST 18/268</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: GPT/2022/05/03 (X2 POSTS)</u></b> Directorate: Gauteng Audit Services
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 7 as recognised by SAQA) in Internal Audit or Accounting. 3 – 5 years' experience in performance audit.
<b><u>DUTIES</u></b>	:	Conduct audits in compliance with Gauteng Audit Services (GAS) Performance Audit methodology. Prepare and sign off audit working papers at each phase of the audit and clear coaching notes timeously on teammate. Prepare and sign off audit findings (exceptions) on teammate and assist to compile quality draft performance audit report for review by Supervisor. Performance Audit. Monitor time and progress on projects and report to Deputy Director.
<b><u>ENQUIRIES</u></b>	:	Mr. Teneko Bangelo Tel No: 011 227 9000
<b><u>POST 18/269</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: GPT/2022/05/05 (X3 POSTS)</u></b> Directorate: Municipal Asset Management
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 7) as recognized by SAQA in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 – 5 years of working experience in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. At least 2 years working experience in Asset management. At least 2 years local government experience in asset management or Provincial Treasuries experience in supporting municipalities.
<b><u>DUTIES</u></b>	:	Assist with the management of the operations of the sub-directorate. Monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required. (Includes inventory management) Monitoring, evaluation and reporting on compliance by municipalities with asset management practices against the legislated prescripts. Provide support to municipalities pertaining to municipal asset management. Effective intergovernmental relations (internally and externally)
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi Tel No: 011 227 9000

**POST 18/270** : **SECURITY ADMINISTRATIVE OFFICER REF NO: GPT/2022/05/06**  
Directorate: Corporate Services

**SALARY** : R261 372 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 plus three-year relevant tertiary qualification, (NQF level 6) related to security field as recognized by SAQA. Minimum of Grade C registered with SIRA (In case of the applicant being a SAPS, Correctional Services, SANDF, such candidates in case they are successful must register their security Grade with PSIRA within 6 months of appointment). 1 – 2 years' experience in the security field. Knowledge of relating to administration of the control room, monitoring of CCTV and DVR, access control systems, investigation of security breaches and Occupational Health and Safety (OHS).

**DUTIES** : Facilitate, coordinate, monitor, advise and render technical security and safety administration. Administration and maintenance of Access Control System, Administration of CCTV and DVR. Assist with investigation of security breaches. Assist in administration of departmental vetting process. Assist with Drafting OHS policies and guidelines in line with OHS Act. Implement health and safety programmes across the department. Monitor compliance to OHS and report. Ensure prompt response and resolution of faults.

**ENQUIRIES** : Mr. Teneko. Bangelo Tel No: 011 227 9000