

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration.

<u>APPLICATIONS</u>	:	Applicants must apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	27 June 2022
<u>NOTE</u>	:	Applicants must apply online at: www.gautengonline.gov.za / http://professionaljobcentre.gpg.gov.za NOTE: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

OTHER POSTS

<u>POST 21/655</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY OVERSIGHT REF NO: REFS/014195</u> Chief Directorate: Provincial Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum, (an all-inclusive remuneration package) Eastern Corridor Matric plus bachelor's degree (NQF7)/ equivalent qualification in preferably Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Provincial Secretariat environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Gauteng Safety Strategy. Reporting procedures. SAPS Act, regulations & amendments. SA Constitution. Interpreting& Evaluating Information. Verbal and written communication. Organizing/maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and Diplomacy. Teamwork. Discipline.
<u>DUTIES</u>	:	Manage analysis of data and compile reports on station visits. Manage analysis of and compile reports DVA audits. Manage analysis of and compile reports for QRS and GIPPS sessions. Lead team and offer strategic direction. Manage analysis of and compile reports on discipline management, corruption, complaints lodged against LEAs, implementation of IPID recommendations, DVA audits. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.
<u>ENQUIRIES</u>	:	Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 21/656 : **DEPUTY DIRECTOR: SERVICE DELIVERY OVERSIGHT REF NO: REFS/014198**
Chief Directorate: Provincial Secretariat

SALARY : R882 042 per annum, (an all-inclusive remuneration packages)
CENTRE : Southern and Western Corridor
REQUIREMENTS : Matric plus bachelor's degree (NQF7)/ equivalent qualification in preferably Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Provincial Secretariat environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Gauteng Safety Strategy. Reporting procedures. SAPS Act, regulations & amendments. SA Constitution. Interpreting & Evaluating Information. Verbal and written communication. Organizing/maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and Diplomacy. Teamwork. Discipline.

DUTIES : Manage analysis of data and compile reports on station visits. Manage analysis of and compile reports DVA audits. Manage analysis of and compile reports for QRS and GIPPS sessions. Lead team and offer strategic direction. Manage analysis of and compile reports on discipline management, corruption, complaints lodged against LEAs, implementation of IPID recommendations, DVA audits. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 21/657 : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014188**
Chief Directorate: Provincial Secretariat

SALARY : R744 255 per annum, (an all-inclusive remuneration packages)
CENTRE : Eastern Corridor
REQUIREMENTS : Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.

DUTIES : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened

by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 21/658 : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014189**
Chief Directorate: Provincial Secretariat

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (an all-inclusive remuneration package)
: Southern and Western Corridor
: Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.

DUTIES : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au faint of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers'

Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

- ENQUIRIES** : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
- POST 21/659** : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014191**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (an all-inclusive remuneration package)
: Northern Corridor
: Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
- DUTIES** : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the

Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

- ENQUIRIES** : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
- POST 21/660** : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014192**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (an all-inclusive remuneration packages)
: Central Corridor
: Matric plus a relevant B Degree / related qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
- DUTIES** : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning

of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

- ENQUIRIES** : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
- POST 21/661** : **DEPUTY DIRECTOR: PROVINCIAL OVERSIGHT, COMMUNITY POLICE RELATIONS AND PARTNERSHIPS REF NO: REFS/014194**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (an all-inclusive remuneration packages)
: Provincial Oversight, CPR and Partnerships
: Matric plus a relevant bachelor's degree (NQF7)/ Honours equivalent qualification preferably in Criminal Justice Systems/ Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Departmental policies and procedures. Relevant public service regulations. Gauteng safety strategy. Reporting procedures. Information system. SAPS Act, Regulations and Amendments. SA Constitution. Interpreting and evaluating information. Verbal and written communication. Organising/maintaining information. Communicating information. Computer literacy. Problem solving and conflict management. Listening and negotiation. Tact and diplomacy. Teamwork. Discipline.
- DUTIES** : Monitor the level of compliance of policing policies within office of the Provincial Commissioner. Evaluate the performance of specialized units against performance indicators identified in the service delivery plan. Identify problem areas and make recommendations thereon. Evaluate the Provincial Commissioner's office. Monitor the evaluation of specialized units in the province. Provide steps to improve service delivery and effectiveness. Provide assistance in the development of police performance monitoring tools. Facilitate the establishment of a SAPS compliance forum. Manage the receipt, assessment and investigation of complaints pertaining to the office of the Provincial Commissioner, specialized units and Provincial Board. Manage the liaison with relevant stakeholders to ensure that complaints are investigated, and complainants provided with feedback. Compile progress reports in respect of complaints received to management and other relevant stakeholders. Facilitate the conclusion of intergovernmental relations protocols with organs of state at a provincial level in respect of collaboration on the implementation of community safety models, projects and programmes. Facilitate the conclusion of Memoranda of Understanding with all relevant components of civil society and safety structures at a provincial level in respect of collaboration on the implementation of community safety models, projects and programmes. Facilitate the harmonization of the activities of all provincial crime prevention partnerships. Investigate and pursue potential partnerships. Investigate and pursue potential partnerships. Conduct trend analysis and reporting on LEAs oversight matters and facilitate planning and content coordination of QRS. Manage planning and ensure delivery of all training. Interventions and capacity

building initiatives targeted departmental external stakeholders. Conduct investigation, monitor and evaluate compliance on LEAs disciplinary procedures and measures with regard to Domestic Violence Act. Ensure proper implantation of budget by monitoring, projecting and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 21/662 : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/014199**

Chief Directorate: Provincial Secretariat

SALARY : R744 255 per annum, (an all-inclusive remuneration packages)

CENTRE : Eastern Corridor

REQUIREMENTS : Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management at an ASD Level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.

DUTIES : Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 21/663 : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/014200**

Chief Directorate: Provincial Secretariat

SALARY : R744 255 per annum, (an all-inclusive remuneration packages)

CENTRE : Northern Corridor

REQUIREMENTS : Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.

DUTIES : Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

- POST 21/664** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/014201**
Chief Directorate: Provincial Secretariat
- SALARY** : R744 255 per annum, (an all-inclusive remuneration packages)
CENTRE : Central Corridor
REQUIREMENTS : Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

DEPARTMENT OF E-GOVERNMENT

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** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 27 June 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full, initialed and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates. Applicants are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 21/665** : **DEPUTY DIRECTOR: BUSINESS ANALYST REFS/014248 (X2 POSTS)**
Directorate: Centre of Innovation
- SALARY** : R744 255 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF- Level 7 / A recognized Bachelor's degree in Computer Science, Management Information System associated with a qualification in Business Analysis. 3-5 years' experience in business analysis, at least 3 years' experience in process mapping and design of improvement initiatives. Relevant experience in continuous business improvement environment and in strategy development.

DUTIES : Works with business partners to elicit, analyze, and document business requirements Liaises with IT project teams to communicate business priorities, translate business requirements into technical requirements, and identify appropriate solutions. Facilitates regular requirement gathering and design sessions with user community and communicates expectations to the development team. Negotiates innovative business solutions that satisfy customer needs, are consistent with architectural guidelines, and conform to security standards. Works with multiple stakeholders to assess the impact of proposed solutions. Works with multiple stakeholders to assess the impact of proposed solutions, facilitate deployments and minimize disruption to services. Works with business partners to conduct user acceptance testing. Documents user manuals to describe application installation and operating procedures. Coordinates the project resources to ensure that projects are delivered on time and within budget. Identifies opportunities for business-led delivery. Provides consultative support on business-led technology initiatives

ENQUIRIES : Ms. Makotwane Tel No: (011) 689 8898

POST 21/666 : **ASSISTANT DIRECTOR: PROCUMENT REF NO: REFS/014240**
Directorate: Supply Chain Management

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus a minimum of National Diploma/Degree (NQF level 6) in Accounting/Financial Management/Supply Chain Management. 2-3 years in Supply Chain Management.

DUTIES : Automation of all procurement requisitions and goods receipts through the Procurement SAP system. Management of current E-GOV contracts (long-term and short-term/term agreements). Developing and sustaining a centre of excellence capacity in the area of Demand planning and Demand management. Budget and expenditure control. BEE spend analysis. Co-ordination and monitoring of the BAC. Perform BAC Secretariat duties. Management of E-GOV. Mini-term agreements. Providing leadership and guidance to sub-ordinates. To mentor, coach and support the team. To manage and evaluate the performance of the team. Address staff training and development needs. Compilation and development of Management Information Systems reports and Operational Reports for the purposes of monitoring service delivery. Analysis of team performance reports. Development of systems and improvement of work process flows so as to enhance team performance and strive for service excellence. Developing and sustaining a centre of excellence capacity in the area of Demand planning and Demand management. Lead and guide team to adopt best practice throughout and to adhere to procedure compliance. The provision of customer care services to all E-GOV. staff i.e. prompt addressing of queries, deliveries, etc. Generate SAP system Management Reports to monitor team's progress with addressing Deliveries and Payment of Invoices to suppliers. Monitor Record Management System for RLS 01's to ensure detailed records kept. To release purchase orders up to the delegated value of R100 000. To route the requisitions to the correct buyer. Assist to obtain SAP system reports and analyse these reports. To ensure that the buyers procure goods and services in accordance with procurement policies and procedure and in accordance with the SLA. Advising suppliers and entities in terms of procurement policies. Analyse reports and follow up. Conduct regular meetings to give feedback. Attend to supplier and end users procurement related queries. Interact with service providers for quality and timeous deliveries. Monitor expediting process. Assist in Performance Management Reports. Resume Managers responsibilities when not available or absent

ENQUIRES : Mr. Themba Psungo Tel No: (011) 689 6980

DEPARTMENT OF HEALTH

OTHER POSTS

POST 21/667 : **MEDICAL SPECIALIST REF NO: SBAH 046/2022**
Directorate: Nuclear Medicine

SALARY : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits

<u>CENTRE REQUIREMENTS</u>	Grade 3: R1 489 665 per annum, plus benefits Steve Biko Academic Hospital Appropriate qualification that allows for registration with HPCSA as Medical Specialist in Nuclear Medicine. Registration with the HPCSA as Medical Specialist in Nuclear Medicine. The following will be added advantage .Sound clinical knowledge and skills in Nuclear Medicine. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to radiopharmaceutical theranostics. Computer literacy. A valid driver's license. This post will allow for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with HPCSA as Medical Specialist in Nuclear Medicine.
<u>DUTIES</u>	Offer comprehensive provision of Nuclear Medicine care by diagnosing and treating diseases using radioactive material and techniques. The Nuclear Medicine will monitor radionuclide preparation administration and disposition. Prepare comprehensive interpretive reports of findings. Check and approve the quality of diagnostic images before patients are discharged .Establish and enforce radiation protection standards for patients and staff. Interpret imaging data and confer with other Medical Specialists to formulate diagnoses. Prescribe radionuclides and dosages to be administered to individual patients. Review procedure request and patient's medical histories to determine applicability of procedure and radioisotopes to be used. Direct Nuclear Medicine technologist regarding desired dosages, techniques, position, and projections.
<u>ENQUIRIES APPLICATIONS</u>	Prof MM Sathekge Tel No: 012 354 1794 Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	30 June 2022
<u>POST 21/668</u>	<u>MEDICAL SPECIALIST REF NO: SBAH 047/2022</u> Directorate: Medical Oncology
<u>SALARY</u>	Grade 1: R1 122 630 per annum, plus benefits Grade 2: R1 283 592 per annum, plus benefits Grade 3: R1 489 665 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	Steve Biko Academic Hospital Appropriate qualification that allows specialist registration with the HPCSA as Specialist Medical Practitioner. Appropriate computer literacy. Ability to work Specialist Physicians and Medical Officers. Willingness to do Clinical research.
<u>DUTIES</u>	Ward rounds, outpatient clinics, Clinical training ward rounds, small group tutorials, lectures. Must participate in Clinical research.
<u>ENQUIRIES APPLICATIONS</u>	Dr RM Khanyile Tel No: 012 354 1054 Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	30 June 2022
<u>POST 21/669</u>	<u>OCCUPATIONAL MEDICAL OFFICER REF NO: REFS/014246</u> Directorate: Occupational Health and Safety
<u>SALARY</u>	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)
<u>CENTRE REQUIREMENTS</u>	Charlotte Maxeke Johannesburg Academic Hospital Grade 1: Appropriate qualification that allows for registration with HPCSA as an Occupational Medical Practitioner. Registration with the HPCSA as Occupational Medical Practitioner. No experience required after registration with the HPCSA as Occupational Medical Practitioner. Grade 2: Appropriate qualification that allows for registration with the HPCSA as Occupational Medical Practitioner. Registration with the HPCSA as Occupational Medical

Practitioner and proof of current registration. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Occupational Medical Practitioner. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Occupational Medical Practitioner. Registration with the HPCSA as Occupational Medical Practitioner and proof of current registration. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Occupational Medical Practitioner. Knowledge: extensive knowledge in all relevant OHS Legislation. COIDA processes DoL and compensation fund. GDOH major transformative purpose (vision, mission) and performance requirements. Management of costed OHS and Wellness operational plans and projects. Knowledge of employment law OHS Act and Regulations. Public service Act and Regulations COID Act. Basic Conditions of Employment Act. Labour Relations Act. Service delivery frameworks. Batho Pele Principles. National core Standards ISO 45000 and the PFMA and National Treasury Regulations. Skills: Computer literacy. Change management. Strategic management and leadership. Financial management. Interpersonal. Problem solving and strong analysis. Strong report writing. Coaching and resilience management.

DUTIES

: Implement Medical surveillance as prescribed by Policy, OHS and related regulations; Manage Medical Surveillance inclusive of Biological Monitoring, Initial, periodic and exit medical examinations. Management of occupational injuries and disease incidents and development of incident management protocols. Manage and report injuries on duty and occupational medical emergencies in health care establishments as per exposure of the GDOH employees to occupational hazards. Management of occupational risk to injuries and diseases among GDOH employee's certification of fitness for work return to work. Provide of occupational Health and Medicine Services in the GDOH institution. Conduct medical surveillance. Develop risk based medical surveillance plans. Ensure that compensation for occupational injuries and disease cases are managed in a prescribed manner. Manage the provision of primary health care services as part of comprehensive occupational health care in GDOH. Collaborate and participate in disaster management. Collaborate participate of health and safety inspections. Develop and review occupational health policies, and policy implementation instruments health education and promotion related to HIV&AIDS, TB, Health and Productivity, SHERQ, and wellness management programmes as part of the employee health and wellness in GDOH. Monitor and manage absenteeism with HR and supervisors. Develop and monitor a legal compliance register for the hospital. Establish and maintain good relations with OHS stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/Wellness initiatives including training. Manage the operations and resources (Human Finance, Equipment, Assets) of the directorate.

ENQUIRIES

: Mrs Maruma Tel No: 011 488 3759

APPLICATIONS

: Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

NOTE

: Applications must be submitted on a new Z83 form and be completed in full (obtainable from any Public Service Department or on 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

: 27 June 2022

<u>POST 21/670</u>	:	<u>REGISTRAR (MEDICAL) REF NO: SBAH 048/2022 (X2 POSTS)</u> Directorate: Nuclear Medicine
<u>SALARY</u>	:	R833 523 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Registrar must be registered with the Health Professions Council of South Africa and be post Community Service.
<u>DUTIES</u>	:	Involvement in the provision of a professional clinical Nuclear Medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Liaison with other disciplines. Teaching and training within the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.
<u>ENQUIRIES</u>	:	Prof MM Sathekge Tel No: 012 354 1794
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 June 2022
<u>POST 21/671</u>	:	<u>DENTIST/LECTURER GRADE 1-3 REF NO: UPOHC/CM/0002/2022</u> Directorate: Community Dentistry
<u>SALARY</u>	:	R809 067 – R1 382 802 per annum, (all-inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	BChD or equivalent qualification. Registered with the HPCSA as a dentist in the category Independent Practice. Experience of 3 years practicing as a dentist post-community service. Recommendations: Lecturing experience and experience in clinical supervision. Research experience. Postgraduate qualification or enrolled for a postgraduate qualification.
<u>DUTIES</u>	:	Lecturing to, and discussion classes with dental and Oral hygiene students. Clinical. Supervision of dental and Oral Hygiene students. Treating of patients.
<u>ENQUIRIES</u>	:	Prof A Bhayat Tel No: 012 319 2299
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications to Ms N Kubheka, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	28 June 2022
<u>POST 21/672</u>	:	<u>PHARMACIST GRADE1 REF NO: TDH/2022/11</u> Directorate: Pharmacy
<u>SALARY</u>	:	R703 773- R746 958 per annum, (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Registration with SA Pharmacy Council as a qualified pharmacist, B. Pharm Degree, current proof of annual payment as a pharmacist with SAPC, principles of management skills, good/strong interpersonal & Communication skills, monitoring and evaluation skills and presentation skills. Added advantage: Knowledge of RX software, RDM software and pharmaceutical demand plan compilation.
<u>DUTIES</u>	:	Ensure drug availability, supervise, co-ordinate and manage all activities of the department, and co-ordinate all administrative functions of the department , effective stock control, knowledge & application of pharmaceutical SOPs, ordering, receiving, storage, supply and distribution of medicine, monthly compilation of pharmaceutical demand plan, manage, monitor and evaluate

pharmacy staff in the unit, responsible for the safe keeping and security of the in the unit and to minimize losses through expiry or theft by adhering to all safety and security procedure, assist with the management of the expenditure versus budget, avoid wasteful and fruitless expenditure, support the pharmacy manager in effective administration of the pharmacy department , produce relevant reports, registration as tutor, assist with on-call and after hour duties, ability to meet deadlines and work under pressure, ensure adherence to the dispensing and GPP standards as set out by the SAPC, compliance with the Pharmacy Act (Act 53 of 1974) and Regulations as amended, compliance with Medicine and Related Substances Act(Act 101 of 1965) and Regulations and guidelines as amended, ensure adherence to both the hospital and provincial drug formularies, PFMA and ideal hospital monitoring framework requirements. must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.

APPLICATIONS

ENQUIRIES

NOTE

CLOSING DATE

POST 21/673

SALARY

CENTRE

REQUIREMENTS

DUTIES

- : Ms Dolo M.S Tel. No: (012) 354 –7778
- : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. People with disabilities are encouraged to apply.
- : 27 June 2022
- : **ASSISTANT DIRECTOR RADIOGRAPHER GRADE 1 REF NO: SBAH 049/2022**
Directorate: Nuclear Medicine
- : R525 087 per annum, plus benefits
- : Steve Biko Academic Hospital
- : A recognized National Diploma or bachelor's Degree in Diagnostic Radiography qualification that allows for registration with the Health Professional Council of South Africa (HPCSA). A minimum of ten (10) years' experience as a Chief Diagnostic Radiographer in a Government Institution. Proof of original registration and current registration with the HPCSA is compulsory. Relevant additional qualifications will be taking in consideration. Computer literacy and associated software programs. Knowledge of PFMA , Public Service legislation , Policies and Procedure .Knowledge of current DoH guideline and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirement for the safe use of hazardous substance in all spheres of Radiography and OHS Acts. Knowledge of HIM policy, National Core Standards, Quality Assurance Programme and Strategic Management. Knowledge and experience of Supply Chain management processes, Finance Management and Human Resource issues. Excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision-making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
- : Report to the Head of the Radiography department and act on behalf the HOD when absent. Advisor to the Radiography HOD. Extensive experience in Diagnostic Radiography. Experience in management. Excellent interpersonal and communication skills. Ability to take initiative. Ability to work under pressure. Relevant budgetary duties. Extensive knowledge of Radiology equipment and compiling of specification for Radiology Equipment. Compiling of statistics for the Radiology department. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving. Manage and monitor performance and development of all staff. Compiling and

managing the monthly duty roster. Managing the departments leave. Managing the departments overtime hours and forms. Management of the PMDS documents. Assist QC Radiographer were needed. Provision and management of 24-Hour Service Delivery. Partake and Facilitate staff and student development. Ordering of protective gear. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of Leadership Qualities, teamwork spirit and reliability.

- ENQUIRIES** : Mrs. D Sethole Tel No: 012 354 3910
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 30 June 2022
- POST 21/674** : **HOD CLINICAL REF NO: 014229**
Directorate: Gauteng College of Nursing
- SALARY** : R478 404 – R624 216 per annum, (plus benefits)
- CENTRE** : Gauteng College of Nursing (GCON): SG Lourens Campus
- REQUIREMENTS** : Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing. A post basic qualification in Nursing Education and Nursing Administration registered with SANC. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification. Minimum of 2 years appropriate recognizable experience in clinical facilitation. Experience in clinical assessment practice. A code 8 drivers' licence. Proof of computer literacy/certificate (Microsoft Package). Skills and knowledge: Knowledge of procedures and processes related to undergraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Good computer skills. Have a track record of transferability of the post applied for.
- DUTIES** : The successful candidates will be responsible for amongst others, the following: Manage, supervise, monitor, and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curricula with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g., Clinical workbooks, Clinical Evaluation tools, clinical outcomes. Coordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor Campus staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the Campus meets all SANC and CHE accreditation requirements. Participate in the daily management of the Campus and oversee the supervision of students.
- ENQUIRIES** : Mr CAM Molokwane Tel No: (012) 319 5620/060 483 6902

- APPLICATIONS** : All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za/>. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.
- CLOSING DATE** : 27 June 2022
- POST 21/675** : **CHIEF PHYSIOTHERAPIST GRADE1 REF NO: TDH/2022/10**
Directorate: Clinical and Allied
- SALARY** : R473 112 - R525 087 per annum, (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Grade 12 with appropriate four (4) years degree in Physiotherapy qualification that allows registration with HPCSA (Health Professionals Council of South Africa). Proof of registration as a Physiotherapist and current registration with HPCSA as an independent practitioner. Minimum of 3 years appropriate clinical experience as a Physiotherapist. Basic experience and knowledge in HR (Human Resource) and financial management. Computer literacy, time management, report writing and presentation skills. Innovative, proactive, and initiate in problem solving and decision making. Honesty, integrity, and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Quality Control of equipment is essential. Ability to work in a multidisciplinary team and flexible environment.
- DUTIES** : Manage the entire Physiotherapy Department, Human Resource, and associated functions. Participate in providing quality Physiotherapy services in the hospital. Report to the Clinical Manager. Advise the management on Physiotherapy Policy Planning and implementation of rehabilitation programs for service improvement and better treatment outcome. To supervise, develop train and monitor the performance of the community service staff and other related category of staff in all aspects of service delivery. Adhere to Batho Pele Principles, Quality Assurance Core Standards and other Public Service Policies and Acts. Manage conflict and implement corrective measures. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage workflow in the entire department. Ensure timeous submission of monthly performance reports. Work as a team player, within the department and institution. Participate in any related research and multidisciplinary team activities in the institution.
- APPLICATIONS** : must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
- ENQUIRIES** : Dr. Nkusi S Tel No: (012) 354 –7360
- NOTE** : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health

and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity targets of the department. No applications will be considered after the closing date. People with disabilities are encouraged to apply.

CLOSING DATE

: 27 June 2022

POST 21/676

: **CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL) REF NO: TDH/2022/12**

Directorate: Nursing Department

SALARY

: R450 939 - R507 531 per annum, (plus benefits)

CENTRE

: Tshwane District Hospital

REQUIREMENTS

: Grade 12. Diploma/Degree in general nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general, Diploma in infection control will be an added advantage. Current proof of registration SANC receipt for (2022). Previous and current work experience/ certificate of service endorsed by your human resource department. Knowledge, Skills, Training and Competences Required: Knowledge of Public service policies Act and regulations knowledge of SANC rules and regulations. Good communication leadership interpersonal and problem-solving skill. Knowledge of code of conduct and labour relation. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem – solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and patient's rights. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme. Nursing care process and procedures nursing statutes and other related legal framework.

DUTIES

: Sustain infection prevention and control programme. Draft annual IPC operational plan. Draw and review implementation of the IPC. Facilitate appointment and review of IPC committee members annually, ensure monthly infection prevention and control meeting are conducted. Review and implementation IPC plan. Conduct IPC audits, identify gaps/ infection control risks and compile quality improvement plan for discussions at IPC committee meetings. Develop and implement annual in service-training and orientation induction programme for clinical and non-clinical staff. Quarterly monitoring of progress on IPC programme and quality improvement plans recommendations. Monitor and evaluate nursing care and other practices in hospital & clinics Provision of infection control guidelines and protocols to hospital & clinics for implementation. Report on the incidence and prevalence of alert organisms and communicable diseases to the district CDC coordinator. must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.

APPLICATIONS

: Ms. M.G Mogashoa Tel. No: (012) 354 –7602

ENQUIRIES

NOTE

: No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. Males and people with disabilities are encouraged to apply.

CLOSING DATE

: 27 June 2022

POST 21/677

: **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/014247**

Directorate: Nuclear Medicine

SALARY

: Grade 1: R401 640 per annum, (all-inclusive package)

Grade 2: R473 112 per annum, (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R557 301 per annum, (all-inclusive package) Charlotte Maxeke Johannesburg Academic Hospital.</p> <p>Grade 1: Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. None after registration with the Health Professional Council of South Africa (HPCSA). Knowledge and skills: Sound knowledge of Nuclear Medicine procedures and equipment. Clinical competency and dexterity in procedures. Good communication and problem solving skills. Knowledge of health and safety policies, regulations and acts. Knowledge of quality assurance procedures and methods. Sound knowledge of radiation safety and protection regulations. Grade 2: Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. Minimum of 10 years' relevant experience after registration with the Health Professional Council of South Africa (HPCSA). Grade 3: Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. Minimum of 20 years' relevant experience after registration with the Health Professional Council of South Africa (HPCSA).</p>
<u>DUTIES</u>	<p>Render effective patient centered Nuclear Medicine service for in-patients and out-patients in adherence to the scope of practice health protocols. Assist in or perform complex nuclear medicine procedures. Implement and maintain the quality assurance and National Core Standards at departmental level. Perform record keeping date collection, assist with budget control and assets management. Participate in professional development of self, colleagues and members of the inter-disciplinary team.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Dr. O. Ubogu Tel No: 011 488 3710</p> <p>Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.</p>
<u>NOTE</u>	<p>Applications must be submitted on a new Z83 form and be completed in full (obtainable from any Public Service Department or on 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.</p>
<u>CLOSING DATE</u>	<p>27 June 2022</p>
<u>POST 21/678</u>	<p><u>LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH & SAFETY) REF NO: 014231</u></p>
<u>SALARY</u>	<p>R388 974 – R450 939 per annum, (plus benefits) R478 404 – R624 216 per annum, (plus benefits)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Gauteng College of Nursing (SG Lourens Campus)</p> <p>PNDI): A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC APC. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. (PNDII): Basic R425 qualification (i.e., diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC APC. A minimum of 14 years' appropriate/recognizable</p>

experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid driver's licence and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

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

ENQUIRIES : Mr CAM Molokwane Tel No: (012) 319 5620/060 483 6902
APPLICATIONS : All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za/>. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.

CLOSING DATE : 27 June 2022

POST 21/679 : **PROFESSIONAL NURSE SPECIALTY, (MATERNITY) REF NO: TDH/2022/13**
 Directorate: Nursing

SALARY : Grade 1: R388 974 - R450 939 per annum, (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 plus basic R425 qualification (i.e., Diploma/ Degree in nursing) or an equivalent qualification that allows registration with SANC as a professional Nurse and Midwife. The candidate must also have a post basic Diploma in Advance Midwifery and Neonatal Nursing Science that is registered with SANC. Candidate must have a minimum of four years appropriate/recognizable experience in nursing after registration as a professional Nurse with the SANC on general nursing.

DUTIES : Demonstrate an understanding of legislation and related legal ethical nursing practices. Perform a clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. To provide the 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 the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme EMTCT, MBFI and ESMOE.

ENQUIRIES : Mr. F. Budzwa Tel No: (012) 354 –7600

- APPLICATIONS** : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
- NOTE** : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when Applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. Males and people with disabilities are encouraged to apply
- CLOSING DATE** : 27 June 2022
- POST 21/680** : **CLINICAL TECHNOLOGIST**
Directorate: Internal Medicine
(Re-advertisement)
- SALARY** : Grade 1: R322 746 per annum
: Grade 2: R378 402 per annum
: Grade 3: R445 752 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital:
: Grade 1: REFS: CT/IM/G1
: Grade 2: REFS: CT/IM/G2
: Grade 3: REFS: CT/IM/G3
- REQUIREMENTS** : Clinical Technologist **Grade 1**. Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. Grade 1 none experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 2**. Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 3**. Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 20 years relevant experience after registration with HPCSA as a Medical Technologist. The following will be an added advantage: Three (3) – Six (6) Years post qualification and experience in a diagnostic laboratory, knowledge of relevant laboratory processes and procedures, assertiveness, good interpersonal skills, basic understanding of finance, general management, communication, analytical and computer skills.
- DUTIES** : Facilitate and support the rational and cost effective usage of laboratory and blood services as well as the point of care machines in the hospital. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of requests by NHLS and SANBS to relevant cost center. Monitor and intercept tests where insufficient data has been supplied on NHLS request forms. Compile monthly expenditure and utilization reports against allocated NHLS and SANBS budgets. Advise management on ways to maximize use of NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Support other programs in the hospital during internal and external assessments to comply with National Core Standards and perform laboratory and blood related duties delegated. Maintain ongoing liaison and communication with the NHLS and SANBS at institutional level.
- ENQUIRIES** : Dr. S. Mabunda Tel No: 011 488 4959/4929
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject or should be hand delivered at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Parktown 2193.

<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and be completed in full (obtainable from any Public Service Department or on 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.
<u>CLOSING DATE</u>	:	27 June 2022
<u>POST 21/681</u>	:	<u>SOCIAL WORKER (X2) REF NO: REFS/WKH/14/05/2022</u> Directorate: Social Work
<u>SALARY</u>	:	R261 456 per annum, plus benefits per annum. Grade will depend on years of experience as per OSD.
<u>CENTRE</u>	:	Weskoppies Hospital
<u>EQUIREMENTS</u>	:	Senior Certificate (Grade 12/Matric). Recognized B Degree in Social Work. Registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Interest in the field of Mental Health. Knowledge of appropriate policies and legislation. Good communication skills, decision making skills, problem solving and basic computer literacy. Valid Driver's license.
<u>DUTIES</u>	:	Provide Social Work services to Mental Health Care Users and their families. Psychosocial Assessment / screening of Mental Health Care Users and their families in regard to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work. Function as a member of the multi professional team. Assist with court referrals. Assist with student training. Engage in continuous professional development and in-service training. Compile reports and comprehensive record keeping. Administrative tasks of the department.
<u>ENQUIRIES</u>	:	Ms. G Makgatho Tel No: (012) 319 9761/4
<u>APPLICATIONS</u>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<u>NOTE</u>	:	Applications should include latest Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	27 June 2022

- POST 21/682** : **LOGISTICS SUPPORT OFFICER REF NO: TRH 11/2022**
 Directorate: Asset Management
 (Re-advertisement, applications who previously applied must-reapply)
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 certificate/Three years National Diploma in Supply Chain management/asset management or equivalent qualification, 3-5 years' experience in Supply Chain Management environment of which 2 years must be in assets management or Grade 12 certificate with 5 years' experience in supply chain management of which 2 years must be in asset management. Knowledge of Supply Chain management practices, procedures, PFMA, Treasury Regulations and guidelines. Proven computer literacy in MS office package (MS Word, MS Excel and MS Outlook. Good communication, knowledge and understanding of assets management related policies. Filing and report writing skills. Ability to work under tight deadlines and pressure. Ability to maintain a good interpersonal relationship, work in a team and problem solving. A valid driver's license as an added advantage and willing to rotate within the section. Knowledge of SAP/SRM/CSD and BAS. Knowledge of Human resources management policies, procedures and legislations. Knowledge of principles and practice of financial accounting, problem solving and analysis. Knowledge of departmental policies and procedures and experience in supply and assets management in hospital environment.
- DUTIES** : Monitor and review the capturing of all physical assets in the asset register. Monitor and review the allocation of assets-to-assets holders in accordance with relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage asset acquisition, assets operation and maintenance. Manage assets register and execution of annual assets verification, disposal and condemning of economically obsolete assets process. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets and managing the tracking and recording of assets movement. Monthly submission of asset. Reconciliation report. Categorization of assets into fixed or non-fixed assets. Supervise and training of staff. Assist in audit queried and perform any other duties such as annual consumable stock take process in SCM and other delegated duties by the manager.
- ENQUIRIES** : Mr D Thumbran Tel: No 012 451 9241
APPLICATIONS : Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria.
- NOTE** : No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. Male and people with disabilities are encouraged to apply
- CLOSING DATE** : 01 July 2022
- POST 21/683** : **SURGICAL FOOTWEAR TECHNICIAN REF NO: SB AH 050/2022**
 Directorate: Orthotics & Prosthetics
- SALARY** : R213 726 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Registered at HPCSA Surgical Footwear Technician. Good Interpersonal skills and hand skills.
- DUTIES** : Consult and assist the Medical Orthotist and Prosthetist rereading the type of surgical footwear required. Manufacture of surgical boots/shoes, insoles, raises and any modifications to shoes/boots.
- ENQUIRIES** : Ms. A Du Toit Tel No: 012 354 6016

- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 30 June 2022
- POST 21/684** : **HOUSEKEEPERS COVID-19 CONTRACT REFS NO: SBAH 052/2022 (X5 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum, plus benefits
Steve Biko Academic Hospital
Grade 12 or equivalent. Must be able to read and write. Minimum cleaning experience of 2 years in the hospital. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Good interpersonal relation and communication skills. Shift work post and will be expected to work after hours, night duty, weekends and public holidays.
- DUTIES** : Supervise the work of Household Workers and ensure that a high standard of cleanliness is attained in the wards, and delegate duties for Household Worker, control on/off register, leave forms and evaluate performance of household workers according to PMDS. Supervise serving of meals, tea, coffee and water to the containers, clean /dirty linen, removal of medical and general waste from the ward. Report on broken/missing items and send for repair or service. Help with asset management. See that linen when necessary. Adhere to safety regulations. Perform duties as required per Job Description, work schedule and delegated duties by Operational Manager.
- ENQUIRIES APPLICATIONS** : Ms A.M Mowayo Tel No: 012 354 1300
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 30 June 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- CLOSING DATE** : 08 July 2022
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV). Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

- POST 21/685** : **DIRECTOR: HOUSING AND ASSET TRANSFERS REF NO: REFS/014213**
- SALARY CENTRE** : R1 073 187 per annum, (all-inclusive package)
Johannesburg

REQUIREMENTS : An undergraduate and a post-graduate qualification in Public Administration or any Para-Legal / equivalent qualification at NQF Level 7. Qualification in conveyancing and/or understanding of conveyancing processes would be an added advantage. 5 years' experience at Middle Management Service level. Possession of a valid driver's license is a must. Skills and Competencies: Sound knowledge of disposal legislation and policies, understanding and implementation of assets disposal methods and prescripts. Ability to interpret, apply legislation and policy. Communication, presentation, computer, problem solving and decision making, self-management skills. Strategic capacity and leadership, programme and project management, elementary financial management, people management and empowerment, change management, customer orientation and responsiveness.

DUTIES : Provide strategic guidance on the development and implementation of legislation, policies and strategies on assets disposal aligned to housing frameworks. Represent the department in a strategic advisory role at all assets disposal Governance structures. Oversee the transfer process of properties in order to achieve set targets. Ensure that beneficiary management processes are followed before property transfers. Maintain good relations with municipalities and facilitate for timeous signing of Power of Attorneys by municipalities and private land owners. Oversee housing dispute resolution through mediation and adjudication process and ensure implementation of the resolutions thereafter. Ensure representation of the department in court hearings as and when required. Facilitate for rectification due to wrong registration and/or arising housing disputes. Oversee regularisation of illegal occupants in line with approved policies and prescripts. Management of the business unit. Undertake Human Resources and other related administrative functions. Develop and manage the business plan, operational plan, annual performance plan, procurement plan of the unit and report on progress as required. Ensure that all invoices are checked against work done and signed within specified time. Compile and timeously submit all required administrative reports. Compile the Directorate's Risk Register with interventions and management action plan. Timeously respond to audit queries and findings.

ENQUIRIES : Ms K Kunene Tel No: 072 315 9992
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

OFFICE OF THE PREMIER

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

MANAGEMENT ECHELON

POST 21/686 : **DEPUTY DIRECTOR-GENERAL: PROVINCIAL COMMUNICATION SERVICES REF NO: 014249**
Branch: Provincial Communication Services

SALARY : R1 544 415 – R1 739 784 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in the Communications or related field. 8 to 10 years' experience at Senior Managerial level (Chief Director) of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

- DUTIES** : Overseeing the development, implementation and monitoring of Branch programmes in line with organisational policies; Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action. Specific focus areas include the following: The incumbent will develop and oversee the implementation of the framework communication strategy to promote Gauteng City Region as a whole. Provide strategic advise to the Premier, the Gauteng Executive Council, MECs, HODs and Heads of Communication on Communication strategy and strategic media issues. Facilitate work of Premier's spokesperson, in relation to major speeches and content development. Identify strategic risks, weakness, and curb negative publicity that may damage the reputation of the Premier, MECs or the province as e whole. Manage the corporate identity, visibility and uniform branding of the Gauteng Provincial Government and produce publications to promote the image of GPG. Manage the overall GPG profile. Support the Premier in Executive Council, Heads of Department to coordinate and implement GPG policies, as well as statutory and political responsibilities effectively and efficiently. Represent the department at various communication fora.
- ENQUIRES APPLICATIONS** : Ms Sylvia Mtshali Tel No: (011) 355 6280
: Applications must be submitted on the GPG Professional Job Centre website, (www.gautengonline.gov.za) or Email Recruitment.Premier@gauteng.gov.za.
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 27 June 2022
- CLOSING DATE**
- POST 21/687** : **DIRECTOR: DIGITAL EVIDENCE MANAGEMENT REF NO: 014135**
Chief Directorate: Provincial Forensic Services
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package)
: Johannesburg
: A NQF Level 7 in the disciplines of Law (BA Law; B juris, B com Law; B proc LLB) or Accounting (B com Accounting Science or B tech Finance & Accounting) or Forensic investigation (B tech Forensic Auditing; Forensic investigations) or relevant qualification and CFE would be advantageous. The successful candidate must possess conflict management, Project Management, and Analytical and problem-solving skills. S/he must also have 5-10 years minimum experience in middle management position, 7 years' experience or more experience in forensic investigations and digital forensics and, a good Understanding Information Technology Framework and Electronic Communications and Transactions Act and Knowledge of sound forensic principles and procedures for the acquisition of electronically stored Information, Criminal procedure Act, Law of evidence; digital forensic

methodology and other related legislative framework. S/he should possess a good knowledge of court, civil and disciplinary procedures and knowledge of hardware operating systems and software packages. Competencies Needed – Strategic thinking, analytical and problem solving; communication (written and verbal); financial management; programme and project management; people management and empowerment; client orientation and customer focus skill; service delivery innovation; and strategic planning skills. Attributes – attention to detail, results driven, work under pressure, in a team and independently and to cope with a high workload and disciplined. S/he must be assertive, innovative and creative.

DUTIES

: Actively manage digital forensic investigations including forensic investigations, that are scoped and planned. Provide strategic technical policy and research advice. Review digital forensic reports; Manage digital evidence management teams assigned to him/her. Ensure development of plan and strategy in terms of providing the input on performance management and evaluation, training and development, recruitment and on the job training. Maintain technical expertise of staff and self. Conduct quality assurance and assessments with regards to the activities of the digital evidence management team assigned to him/her after completion of each project.

**ENQUIRIES
APPLICATIONS**

: Ms Khanyisile Mafiri Tel No: 011 355 6060
: Applications must be submitted on the GPG Professional Job Centre website and on email at Recruitment.Premier@gauteng.gov.za. No late applications will be considered.

NOTE

: Qualifying applicants should submit their applications on the, New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

CLOSING DATE

: 27 June 2022

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 27 June 2022 @12H00
- NOTE** : Applications must be submitted on a duly New signed, obtainable from any Public Service Department or on the internet at 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 attached 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. 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. 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

OTHER POST

- POST 21/688** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: GPT/2022/05/03 (X2 POSTS)**
Directorate: Gauteng Audit Services
This is a re-advertisement of the post. All those candidates who have previously applied for this position should not apply
- SALARY** : R477 090 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7 as recognised by SAQA) in Internal Audit or Accounting. 3 – 5 years' experience in performance audit.
- DUTIES** : 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.
- ENQUIRIES** : Mr. Teneko Bangelo Tel No: 011 227 9000