

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS

- : **Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert. Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190,
- District Ekurhuleni South (ES):** Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa TEL: (011) 389-6062,
- Gauteng East District (GE):** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717
- District Gauteng North (GN):** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ms Matlhodi Moloto Tel No: 012 846 3641
- District Gauteng West (GW):** Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581,
- District Johannesburg Central (JC):** Physical Address: Corner Morola & Chris Hani road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,
- District Johannesburg North (JN):** Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378,
- District Johannesburg East (JE):** Physical Address: Sandown High School, 1 North Road, Sandown, Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109,
- District Johannesburg South (JS):** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms Lola Malimagovha: Tel No: (011) 247-5957.
- District Johannesburg West (JW):** Physical Address: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta: Tel No: 011 831 5433,
- District Sedibeng East (SE):** Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Nomathemba Xawuka Tel No: 016 440 1717
- District Sedibeng West (SW):** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa Tel No: (016) 594 9193,
- District Tswane North (TN):** Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Rejoice Manamela Tel No: 012 543 4313.
- District Tswane South (TS):** Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt Tel No: (012) 401 6363/5,
- District Tshwane West (TW)** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451

CLOSING DATE

: 08 July 2022s

NOTES: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). 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 initialed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialed and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit

certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

OTHER POSTS

- POST 23/254** : **DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2022/06/10**
Chief Directorate: THRS
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management or three-year related qualification plus a minimum of 3 years' experience in general administration at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. Valid Driver's license.
- DUTIES** : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track AG Matters, queries and documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant Chief Directorate. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders
- ENQUIRIES** : Ms Nonkululo Mbatha Tel No: (011) 843 6511

POST 23/ : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HO2022/06/11**
Directorate: HR Transaction Services (HO) and Transversal Support
Re-advertisement, candidates who applied previously are encouraged to re-apply.

SALARY : R744 255 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Information Science, Records Management, Records and Archives Management, Library and Information Studies or three-year related qualification majoring in information and/or records management plus a minimum of 3 years relevant working experience in the archiving of Personnel Records at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within Human Resource environment. Knowledge of National Archives Act, Promotion of Access to information. Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Knowledge of PERSAL will be an added advantage. Skills Description: Good verbal and writing communication Skills, Customer Services, Computer Literacy, Conflict and Problem Solving and ability to work independently. A valid South African driver's license is essential.

DUTIES : Manage the efficiency of personnel records management system and processes. Manage the development and implementation of records retention and disposal schedules in line with the National Archives Act, Promotion of Access to information. Manage the proper classification of new records and storage thereof. Manage the implementation of Departmental Personnel Records and File Plan. Manage the development of filing system and maintaining administrative, legal and financial requirements. Manage the safety and confidentiality of personnel records. Manage the maintenance of the records office and confidentiality of personnel files. Participate in the development of Records Management Policies, Procedures and Practices. Participate in the development of the departmental Records management and archiving policy, procedures and guidelines such as National Archives Act, Promotion of Access to information. PSBC Regulations, Departmental Records Policy. Supervision of staff and management of resources.

ENQUIRIES : Ms Thea Botha Tel No: 011 843 6577

POST 23/256 : **SOCIAL WORKER SUPERVISOR REF NO: HO2022/06/14 (2 POSTS)**
Directorate: Performance Management and Development

SALARY : R389 991 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Bachelor's Degree in Social Work with 7 years' experience in a Social Work services environment. Registration with the South Africa Council for Social Service Professions as Social Worker. Knowledge of DPSA Integrated EH&W Strategic Framework 2019, Mental Health Act, National Drug Master plan (NDMP 2018-2022), Prevention of and Treatment for Substance Abuse Act (Act 70 of 2008), GBV&F NDP 2019-2024, PFMA, BCEA, PSA and its regulations. Skills and Competencies: Counselling and Group Trauma management Skills. Good verbal and written communication, Organizing, planning skills, Financial Management skill, Supervision and Leadership skills, Report writing and data analysis. Ability to intervene and resolve conflict of a complex nature, Problem solving, Understanding, Assertive and Caring skills. A South African valid driver's license.

DUTIES : To ensure that a social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Makes provision for counselling to individual employees and to their immediate family members. Identifies personal development needs for individual employees and their family members. Conduct school and home visits, in case of employees who are immobile due to illness or incapacity. Provide first line counselling, crisis intervention and group Trauma debriefing service to affected employees. Develop and implement Employee Health and wellness policies, prescripts, strategies and programmes. Develop and facilitate the implementation of proactive interventions: financial wellness interventions, mental health, GBV & femicide, Substance's abuse related interventions, Retirement planning interventions and etc, in line with the DPSA integrated EH&W strategic framework in the public service 2018 as amended. Plan, monitor and manage

Wellness programmes according to strategies, policies inline Budgetary guidelines. Mentor and coach district EAP/HIV and AIDS and TB coordinators by conducting presentations as part of implementing new strategies and programmes. Compile and consolidate reports (monthly, quarterly and annual). Provide administrative support to the EH&W unit. To Coordinates and implement effective and efficient EH&W plans and services to all members. Provide support in the development of or revision of EH&W operational Strategies.

ENQUIRIES : Ms Motshedisi Ramohloki Tel No: (011) 843 6656.

POST 23/257 : **SENIOR ADMIN OFFICER: E-LTSM PROVISIONING REF NO: HO2022/06/15 (2 POSTS)**
Directorate: e-Learning

SALARY : R321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management or a related three-year qualification with minimum of 2 years' relevant experience. A very good understanding and knowledge of LTSM/ E-Learning procurement processes will be a key advantage. Be familiar with project management and understanding the environment. Knowledge of E-Learning white paper 6 and the GDE E-Learning strategy document. Knowledge of the various Legislative frameworks applicable in the Education sector. Good managerial skills, good interpersonal skills and the ability to handle people in an appropriate manner, organizing ability, computer literacy and typing skills (advanced skills in MS Word, Access and Excel) a requirement. Excellent communication (Verbal and Written) skills. Ability to lead, work in a team as well as individual, ability to work under pressure and meet the deadlines. A valid driver's license is essential.

DUTIES : Provide administration support of the unit. Provide logistical support in the unit. Assist with data related functions for the LTSM processes and procurement. Provide administration support to all projects embarked on within the Directorate. Liaise with schools and districts regarding procurement planning and delivery.

ENQUIRIES : Mr. Andrew Mentor, Tel No: 011 355 1292

POST 23/258 : **IT SUPPORT TECHNICIANS REF NO: HO2022/06/16**
Directorate: IT and Service Management

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology /Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.

DUTIES : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.

ENQUIRIES : Ms. Eva Motshwaedi, Tel No: (011) 843 6724.

- POST 23/259** : **IT SUPPORT TECHNICIANS REF NO: HO2022/06/17(2 POSTS)**
 Directorate: IT and Service Management
 Sub- Directorate: District Office Support
- SALARY** : R321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.
- DUTIES** : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.
- ENQUIRIES** : Ms. Eva Motshwaedi, Tel No: (011) 843 6724.
- POST 23/260** : **IT SERVICE DESK ANALYST REF NO: HO2022/06/18**
 Directorate: IT and Service Management
- SALARY** : R321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology / ICT or a related three-year qualification plus a minimum of 2 years or more experience in an IT service desk environment. Knowledge of BMC ITSM service desk tool and ITSM processes. Knowledge of call management and call handling tool. Good IT technical knowledge and call management skills. Excellent Client orientation, interpersonal and customer service skills. Good verbal and written communication skills, ability to work under pressure. Ability to work in a team environment. Knowledge of legislative frameworks within the Public Sector will be an added advantage. A+, N+ and ITIL certificates will be advantageous.
- DUTIES** : Provide first line technical support to all users. Log and acknowledge calls. Regular calls follow-up with users and technicians. Follow up on pending calls. Ensure the adherence of IT policies by users. Attend to user complaints. Minimize service disruptions by operating, supporting, and maintaining day to day operational issues of the Service desk to ensure a stable and efficient environment. Provide office administration support within the business unit. Write reports on service desk Stats on Weekly, Monthly, quarterly and adhoc basis.
- ENQUIRIES** : Ms. Eva Motshwaedi, Tel No: (011) 843 6724.
- POST 23/261** : **IT SUPPORT TECHNICIANS REF NO: HO2022/06/19(10 POSTS)**
 Directorate: School System Development and Technical Support
- SALARY** : R321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology or related 3-year related qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and

as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.

DUTIES : Support the ICT Schools network by installing and configuring ICT equipment in schools. Advise on technical changes in ICT. Liaise between management and Users. Manage and support IT security threats, Support SA SAMS Applications and other IT related applications in Gauteng schools. Provide first line technical support and maintain LAN/WAN to ensure minimum disruption to network connectivity. Support and maintain day to day operational issues of Institutions/schools to ensure a stable and efficient ICT environment. Attend to user complaints. Report on IT usage from all schools. Administer and support GDE user base. Monitor and manage Principal's email accounts and Microsoft Office 365.

ENQUIRIES : Ms. Martha Pule, Tel No: 012 335 1242/1234

POST 23/262 : **APPLICATION ANALYST REF NO: HO2022/06/20**
Directorate: IT Systems and Support Services

SALARY : R321 543 per annum
CENTRE : Head Office, Johannesburg,
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum 2 years' experience as a systems analyst. A professional certificate in Systems analysis/Software Quality Assurance will be an added advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC), ability to Interpret the User Requirements Specification (URS), knowledge of quality assurance practices and tools are required

DUTIES : Conduct business requirement analysis; identify user specifications and requirements, compile and document Business Requirement Specification, develop and document business processes. collect and perform maintenance on data as per business requirements, perform maintenance of all developed and existing data requirements, identify gap analysis within the Business Process Model. Coordinate the implementation of operational processes solutions to be applied in the business environment; liaise with relevant stakeholders, facilitate workshops with the subject matter experts and other stakeholders, manage the provision of user and system in line with the demand management escalation process. Provide inputs in the development of information systems governance policies, procedures, and guidelines, record standards, methods, and tools. Conduct user training on system functionality, document applications user manuals, perform and manage high level of unit testing, ability to manage multiple and changing priorities, must have driver's license.

ENQUIRIES : Ms. Phindile. Ngobeni Tel No: 011843-6740

POST 23/263 : **SYSTEM DEVELOPER REF NO: HO2022/06/21 (2 POSTS)**
Directorate: IT Systems and Support Services

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum of 2 or more years relevant experience in software development field. Knowledge of RDBMS (Relational Database Management Systems) with experience in SQL Server and SQL Server Reporting Services, Strong understanding of Object-Orientated Programming, Significant experience in C#, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern and .Net Core(Web API and MVC Core), SQL Stored Procedures, XML, JSON and Knowledge working with Web API like Google Maps API is an advantage, Knowledge of DevOps and Microsoft Azure environment will be highly advantageous; Server and back-end development experience.

		Knowledge of various development platforms and application support; knowledge of legislative framework within the Public Sector; Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Department.
<u>DUTIES</u>	:	To develop application solutions as specified by the Information Systems, encoding of system applications by converting work-flow information into computer language, develop /design business intelligence dashboards, perform system audits, testing of integrated application systems codes for possible updates/improvements, integration of different platforms in application development, perform system backups, system recovery and upgrades, maintenance and bug-resolution, Help in maintaining development and productions environments, and maintain systems currently housed at the department by performing tasks allocated to them, compile weekly reports.
<u>ENQUIRIES</u>	:	Ms. Phindile Ngobeni Tel No: 011843-6740
<u>POST 23/264</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER REF NO: HO2022/06/22 (4 POSTS)</u> Directorate: Auxiliary Services and Fleet Management
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized three- year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or a three- year related qualification plus a minimum of 2 years' experience in Supervisory level in Auxiliary Support Services /provision of Admin Support. Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, Organising skills, Report writing skill, Administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Provide administrative support to the Business Unit. Render assistance during the compilation of the budgeting, audit, and financial functions, monitoring expenditure and resources. Ensure that goods and services are procured according to the procurement and budget plan of the business Unit. Ensure that the correct item, quantity, and quality are delivered according to the purchase order. Follow up on the status of orders and payments, Ensure the implementation of procurement processes and procedures to prevent deviations. Coordinate and monitor assets in the Business Unit. Compile submissions for procurement of goods and services. Compile correspondence, reports, presentations, and other written material for the Business Unit. Facilitate efficient and effective clean working environment. Liaise with service providers on Waste Management matters and Hygiene Services. Compile monthly reports, Ensure the provision of cleaning material and equipment to all cleaners. Prepare inventory management for cleaning material. Liaise with property owner about the day-to-day maintenance of ablution. Oversee the provision of general assistant work. Monitor and ensure that the function of loading and off-loading furniture to relevant destinations is performed. Monitor and ensure that government vehicles are cleaned. Implement Auxiliary Support policies, guidelines, and procedures. Participate in the development and review of the uniform and protective clothing policy. Ensure Compliance to Occupational Health and Safety Policy that spot check is conducted on a weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure that Performance Management System is executed. Allocate and ensure quality of work.
<u>ENQUIRIES</u>	:	Mr Joe Mokhosi Tel No: (011) 355 0761
<u>POST 23/265</u>	:	<u>SENIOR ADMIN OFFICER: GG VEHICLE MANAGEMENT REF NO: HO2022/06/23</u> Directorate: Auxiliary and Fleet Management
<u>SALARY</u>	:	R321 543 per annum

CENTRE REQUIREMENTS : Head Office, Johannesburg
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management/ Transport Management/ Business Management or a three-year related qualification plus a minimum of 2 years relevant working experience in Transport. Knowledge of Transport policies (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written), supervisory skills, Report writing skills, Problem solving skills, Planning and Organising skills and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence(manual). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

DUTIES : Supervise and Render Fleet administration services within the Department. Administer the cost-effective utilisation of government-owned fleet, eliminate, and reduce fruitless expenditure (PFMA and Treasury Regulation compliance). Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-FleeT vehicles asset register. Ensure that all users of government owned vehicles are inducted on vehicle policies and driver's skills assessment are conducted before they can be allocated with vehicles. Facilitate the requisition of vehicles for special project e.g. Exams from g-FleeT during exam time. Administer g-FleeT Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Execute daily office record keeping. Ensure GG vehicles are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for GG vehicles takes place monthly. Issue and update trips on the ELS System. Attendance of monthly meetings and provide feedback to the team. Manage the case register and deal with all Risk Elements relating to transport. Coordinate the acquisition of parking facilities. Implement the parking policy. Guide, train and advice staff on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies.

ENQUIRIES : Mr Robert Mudau Tel No: (011) 843 6898

POST 23/266 : **SYSTEM ADMINISTRATORS REF NO: HO2022/06/24 (2 POSTS)**
Directorate: School System Development and Technical Support

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology or a related 3-year qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.

DUTIES : Efficient and effective management of LAN/WAN at GDE schools. Ensure mandatory good practice. Management of network security throughout GDE school's ICT infrastructure. Manage, monitor and report on IT related special projects. Distribution of dongles and manage LAN connectivity at the smart schools. Ensure that there is always connectivity at the smart schools. Monitor and manage the roll out of technology devices to schools. Hardware asset management.

ENQUIRIES : Mr. Siphon Kunene, Tel No: 011 335 1242

POST 23/267 : **SENIOR STATE ACCOUNTANT REF NO: HO2022/06/25 (6 POSTS)**
Directorate: Management Accounting

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and

Management Accounting or a three-year related qualification plus 1-year experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.

DUTIES

: Prepare cost centre original budget documents. Populate the districts split budget template. Cost the operational plans. Prepare cash flow projections that correlate with the indicative allocation. Submit the projections to the relevant office. File signed budget copies. Analyze spending patterns for the business unit. Prepare and submit adjustment budget movements. Keep records of adjustment budget documents. Capture the budget on the Basic Accounting System (BAS). Capture adjusted budget on BAS per programme and economic classification. Capture year-end movements on BAS per programme and economic classification. Keep records of single year budget reports. Undertake analysis of expenditure and clearing of misallocations. Analyze expenditure including compilation of Matlotlo reports. Provide support to Business Units on the amendment of errors identified during the analysis report. Ensure that the process of clearing misallocations is fast-tracked by parking journals within 48 hours. File the expenditure analysis report. Advice and support Business Units on expenditure related matters and reporting. Provide inputs to monthly Expenditure Analysis Report, Matlotlo Report, and adhoc Reports. Provide inputs during the consolidation of cash flow projections of the department as per PFMA section 40 requirements. Guide and support Business Units on expenditure related matters. Attend to audit and expenditure management queries. Report progress and bottlenecks to the Supervisor and during the Directorate meetings. Verify availability of budget before procurement process. Verify requisition forms for Goods & Services in line with Operation Plan, Cash flow, Procurement Plan and the SCOA allocations. Verify accuracy of allocations on created purchase orders. Check the status of payments and ascertain that service providers are paid. Prepare monthly and year end accruals and commitments for submission.

ENQUIRIES

: Ms. Matshidiso Kobe Tel No: (011) 355 0303

POST 23/268

: **SENIOR ADMINISTRATION OFFICER: ITSM REF NO: HO2022/06/26 (3 POSTS)**
Directorate: School IT Service Management

SALARY CENTRE REQUIREMENTS

: R321 543 per annum
: Head Office, Johannesburg
: An appropriate recognised 3- year National Diploma/Degree in Public Administration/ Information Systems/ Computer Science or related three-year qualification plus a minimum of 2 year' experience working in Public Administration and must have worked in e-Learning related environment. Knowledge of the Treasury Regulations, Configuration Management, departmental systems (BAS, etc.). IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of current technology developments and future trends. Knowledge of current technology developments and future trends. Good verbal and written communication, Project Management, Planning, analysis, conceptualizing and problem solving and financial management. A valid driver's license is essential.

DUTIES

: Provide administrative support in the initiating and planning process for ICT projects in schools. Capture all the identified school ICT needs and requirements. Provide assistance in the development of resource plans and timelines to deliver against agreed ICT projects in schools. Provide support to schools in implementing e-learning. Provide support in monitoring stakeholders in compliance with service level agreement (SLA). Provide administrative support for all ICT project activities in schools. Provide ICT equipment to the schools as per the ICT plan. Track project planned requirements during the project execution and ensure that they are in line with ICT strategy. Collate and consolidate project budget reports/ financial information and submit to the Project Manager. Provide end to end administrative support to the schools for day-to-day ICT operations/ activities. Distribute and transfer all school's allocated ICT Assets to schools. Assist in the collation of a report on the ICT

Asset damages, thefts and security breaches. Check if schools comply with the ICT regulations and policies. Assist schools in maintaining their ICT Asset Inventory. Monitor efficiency of Schools ICT Asset Register. Provide supervision to personnel in the Business Unit. Allocate duties to subordinates. Compile the work plan, performance development plans, job descriptions and performance agreements of staff and ensure that they are assessed in line with the PMDS policy.

ENQUIRIES : Ms. Tshifhiwa Ramaphala Tel No: 011 355 1257

POST 23/269 : **TECHNICIANS (COMMUNICATION TECHNOLOGY) REF NO: HO2022/06/27 (2 POSTS)**
Directorate: School System Development and Technical Support

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Head Office, Johannesburg
: An appropriate recognized 3-year National Diploma/ Degree in Information Technology or a related 3-year qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.

DUTIES : To manage and constantly monitor the continuous functioning of the LAN and WAN connectivity. Troubleshooting monitoring WAN and LAN connectivity and ensure 80% uptime and functionality. Smart Classroom Devices Connectivity, APN / Broadband Connectivity, Wi-Fi connectivity. Tracked and monitored network connectivity incidents and escalations within 16 working hours. Incident Management and Monitoring. Antivirus & Windows Patch Management. Hardware and Software Support. ICT Asset and Management of ICT schools.

ENQUIRIES : Mr. Siphon Kunene, Tel No: 011 335 1242

POST 23/270 : **SENIOR PROVISIONING ADMIN OFFICER (3 POSTS)**
Sub-directorate: Finance and Administration
Unit: Provisioning and Administration for Institutions

SALARY CENTRE : R321 543 per annum
: Johannesburg West District Ref No: JW2022/06/29
: Johannesburg East District Ref No: JE2022/06/31
: Gauteng North District Ref No: GN2022/06/61

REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Financial Management/Financial Accounting/Accounting/Management Accounting or a related three-year qualification plus a minimum of 2 years' relevant experience in a finance environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, Good verbal and written communication skills Planning and organization and Good interpersonal relations. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the

- norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.
- ENQUIRIES** : Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Ms Matlhodi Moloto Tel No: 012 846 3641(GN)
- POST 23/271** : **SENIOR STATE ACCOUNTANTS (4 POSTS)**
Sub Directorate: Finance & Administration
Unit: Finance Management
- SALARY CENTRE** : R321 543 per annum
Johannesburg South District Ref No: JS2022/06/32
Sedibeng East District Ref No: SE2022/06/33
Johannesburg East District Ref No: JE2022/06/34
Tshwane South District Ref No: TS2022/06/70
- REQUIREMENTS** : An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or related three-year qualification plus a minimum of 2 years' experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** : Receive Budget Allocation letter for the financial year in respect of the district, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.
- ENQUIRIES** : Ms Lola Malimagovha Tel No: 011 247 5947 (JS)
Ms Nomathemba Xawuka Tel No: 016 440 1717(SE)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Mr Thabiso Mphosi Tel No: 012 401 6434 (TS)
- POST 23/272** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (6 POSTS)**
Sub Directorate: Transversal Human Resource Services

<u>SALARY CENTRE</u>	:	R321 543 per annum
	:	Johannesburg South District Ref No: JS2022/06/35
	:	Sedibeng West District Ref No: SW2022/06/36
	:	Johannesburg East District Ref No: JE2022/06/37 (2 Posts)
	:	Johannesburg North District Ref No: JN2022/06/38 (2 Posts)
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers. Knowledge of National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, Presentation, Facilitation and supervisory skills. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the District. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79 / HR1 to Head Office for publication. Receive and distribute vacancy list within the District (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.
<u>ENQUIRIES</u>	:	Ms Lola Malimagovha Tel No: 011 247 5947 (JS) Ms Bertha Mlotshwa Tel No: 016 594 9207 (SW) Ms Elizabeth Moloko Tel No: 011 666 9109 (JE) Ms Nelisiwe MashaziTel No: 011 694 9321(JN)
<u>POST 23/273</u>	:	<u>CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: TS2022/06/39</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	:	R321 543 per annum
	:	Tshwane South District
<u>REQUIREMENTS</u>	:	An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity,

overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES : Mr Thabiso Mphosi Tel No: 012 401 6434 (TS)

POST 23/274 : **SENIOR ADMIN OFFICER (5 POSTS)**
Sub Directorate: Information Systems and Strategic Planning

SALARY CENTRE : R321 543 per annum
: Tshwane West District Ref No: TW2022/06/40
: Tshwane North District Ref No: TN2022/06/41
: Sedibeng West District Ref No: SW2022/06/42
: Ekurhuleni South District Ref No: Es2022/06/43
: Johannesburg East District Ref No: JE2022/06 /44

REQUIREMENTS : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Information Systems, Computer Science, Finance Information Systems or a relevant three-year qualification, plus a minimum of 2 years relevant experience in an Administrative Officer role. Knowledge of relevant prescribed Act, regulations and policies within Government. Computer Literacy, good telephone etiquette, sound organizational skills, verbal and non-verbal communication skills.

DUTIES : Co-ordinate and control data information systems and processes. Ensure that quality of information is collected using the correct systems and processes e.g. SASAMS/Data Quality Assurance Utility, Valistractor and Data Driven Dashboard Application. Capture and maintain district information database. Analyze, verify, interpret, and present data to internal and external clients through data surveys. Provide and maintain effective document management systems. Assist in designing form to collect and store data for future use. Ensure that document storage, archiving, back-up and recovery procedures are functioning correctly. Monitor and review data collection methods, systems and processes to enhance service delivery. Consolidate information and compile data report for the consumption of all relevant stakeholders. Maintain and distribute documents/packages to various stakeholders as requested. Provide feedback information through both summary and comprehensive reports. Comply with policies, prescripts and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to data management. Keep abreast new policies and other regulatory requirements such as POPI Act. Render general office administration services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics and handle routine enquiries. Keep and maintain the filing system for the district. Keep and maintain the incoming and outgoing data of the schools within the district. Supervision and training of staff. Manage and communicate with staff. Allocate and monitor duties to subordinates.

ENQUIRIES : Ms Priscilla Ravele Tel No: 012 725 1451 (TW)
: Ms Rejoyce Manamela Tel No: 012 543 4313 (TN)
: Ms Bertha Mlotshwa Tel NO: 016 594 9207 (SW)
: Mr Xolani Kheswa Tel No: 011 389 6062 (ES)
: Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)

POST 23/275 : **SENIOR ADMIN OFFICER (3 POSTS)**
Sub Directorate: Examination Administration

SALARY CENTRE : R321 543 per annum
: Johannesburg Central District Ref No: JC2022/06/45

Sedibeng East District Ref No: SE2022/06/46

Johannesburg South District Ref No: JS2022/06/47

REQUIREMENTS

: An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Public Administration / Public Management or related three-year qualification plus a minimum of 2 years' relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. Applicant must be in a possession of a South African valid driver's license

DUTIES

: Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assures registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes. Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the afore mentioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.

ENQUIRIES

: Mr Linda Mabutho Tel No: 012 725 1451 (JC)
Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)
Ms Lola Malimagovha Tel No: 011 247 5947 (JS)

POST 23/276

: **SENIOR PROVISIONING ADMIN OFFICER REF NO: SE2022/06/49**
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY

CENTRE

REQUIREMENTS

: R321 543 per annum
: Sedibeng East District
: An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Supply Chain Management/Logistics Management or a related three-year qualification plus a minimum of 2 years' relevant experience in Asset Management/Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Asset policy, Public Service Act and Regulation. Knowledge of Traversal systems (SRM, SAP and BAS), Financial & Procurement procedures. Standard Chart of Accounts (SCOA. Excellent communication skills, verbal and written. Presentation, Computer literacy, Interpersonal relations, report writing, time management, analytical. Supervisory and financial management skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES

: Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01's and compare them to the Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01's and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and Service that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation

of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good, received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433(JW)
Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)

POST 23/277 : **CHIEF PERSONNEL OFFICER: HRD (2 POSTS)**
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

SALARY : R321 543 per annum
CENTRE : Johannesburg West District Ref No: JW2022/06/50
Ekurhuleni South District Ref No: ES2022/06/52s

REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development or a related three-year qualification plus a minimum of 2 years' relevant experience in the HR working environment. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Supervisory skills, Computer literacy and ability to work under pressure. Applicant must be in a possession of a South African valid driver's license.

DUTIES : The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433(JW)
Mr Xolani Kheswa Tel No: 011 389 6062 (ES)

POST 23/278 : **SENIOR PERSONNEL PRACTITIONER (2 POSTS)**
Sub Directorate: Dispute Management

SALARY : R321 543 per annum
CENTRE : Johannesburg West District Ref No: JW2022/06/53
Tshwane West District Ref No: TW2022/06/54.

REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Labour relations /Law/Employment relations or a related three- year qualification plus a minimum of 2-3 years' relevant experience in labour relations environment. Knowledge of PSCBC; GPSSBC and ELRC. Knowledge of Employment of educators Act, Treasury Regulations, Public Service Act and Regulations, EEA, PSA, PSR, BCEA, SDA, COIDA, SASA. Good Communication Skills. Client Services. Policy analysis and research, conflict and problem Solving, presentation and Supervisory Skills. A valid driver's license is essential.

DUTIES : Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution Grievances. Investigation of grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELRC. Ensure the implementation of the awards. Provide training and

- advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advise on Labour Relations matters.
- ENQUIRIES** : Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
Ms Priscilla Ravele Tel No: 012 725 1451 (TW)
- POST 23/279** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: HO2022/06/55.**
Directorate: HRTS
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
Head Office: Johannesburg
An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience as a Personnel Officer in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** : To Provide the administration of conditions of service and employee benefits. Ensure provision of all personnel administration services on Persal for SMS and MMS members. Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration for SMS and MMS members. Ensure the implementation of termination transactions on Persal and current and update records on Persal SMS and MMS members. Support the implementation of termination transactions on Persal and ensure current and update records on Persal SMS and MMS members. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews as well as structuring of packages for SMS and MMS members. Ensure correct reporting lines as well as appointment of SMS and MMS members on ESS. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey areas are well managed. Ensure monthly and weekly reports are compiled and submitted on time. Ensure follow up and engagements with stakeholders on transactions implemented and documents submitted. Ensure the correctness of calculations and submissions. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.
- ENQUIRIES** : Ms Jabulile Mchunu Tel No: 011 843 6883
- POST 23/280** : **SENIOR ADMIN OFFICER: TRANSPORT (3 POSTS)**
Sub Directorate: Finance and Administration
Unit: Office Service Pool
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
Gauteng East District Ref No: GE2022/06/56
Johannesburg South District Ref No: JS2022/06/57
Johannesburg West District Ref No: JW2022/06/58
An appropriate recognized three - year National Diploma/Degree (NQF Level 6/7) in Transport Management or a related three-year qualification plus a minimum of 2 years' relevant experience in Transport management. Knowledge of PFMA, National Transport Circulars. Public Service Act and Regulations. Knowledge of Supply Chain Management Policy and Electronic Log Sheet System. Computer literacy, communication and Supervisory skills.

DUTIES

Report writing, interpersonal and problem-solving skills. A valid driver's license is essential.

: Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

ENQUIRIES

: Mr Mpho Leotlela Tel No: 011 736 0717 (GE)
Ms Lola Malimagovha Tel No: 011 247 5947 (JS)
Mr Lizwe Jafta Tel No: 011 831 5433(JW)

POST 23/281

: **SENIOR ADMIN OFFICER (3 POSTS)**
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY CENTRE

: R321 543 per annum
: Johannesburg East District Ref No: JE2022/06/59
Gauteng West District Ref No: GW2022/06/60
Johannesburg West District Ref No: JW2022/06/48

REQUIREMENTS

: An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management/ Records and Archives Management or a related three – year qualification plus a minimum of 2 years' relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Applicant must have knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Center. Ensure proper maintenance of the District Office and Teacher Center. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopier) services are rendered. Ensure proper implementation of the file plan. Ensure that the district electronic mail system is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment's are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

ENQUIRIES : Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)
Mr Lizwe Jaftha Tel No: 011 831 5433(JW)

POST 23/282 : **PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2022/06/62**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES : Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on leave for ill-health retirement) policy, guidelines, strategies, and procedures and implement thereof. Conduct desktop research on Human Resource best practices. Analyse departmental PILIR policy, guidelines, strategy and Human Resource procedure manuals to identify gaps. Coordinate the approval of PILIR guidelines and strategy in consulting with relevant stakeholders. Monitor compliance on PILIR process and procedures in line with relevant stakeholders. Create awareness on PILIR procedures by conducting workshop, interpreting and explaining the PILIR policies and procedures to the Department personnel. Provide support with the implementation of PILIR transaction on Persal. Receive and verify required supporting documents of independent medical assessment from a sick employee. Update PILIR tracking grid for their respective cluster/office participate in the implementation of effective and efficient administrative systems and procedures within the Directorate.

ENQUIRIES : Mr VE Netshithuthuni: Tel No: 011 843 6865

<u>POST 23/283</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (4 POSTS)</u> Sub Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	:	R261 372 per annum Sedibeng West District: Ref No: SW2022/06/63 Johannesburg North District: Ref No: JN2022/06/64 Johannesburg East District: Ref No: JE2022/06/65. Johannesburg West District: Ref No: JW2022/06/66
<u>REQUIREMENTS</u>	:	Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver's license.
<u>DUTIES</u>	:	Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.
<u>ENQUIRIES</u>	:	Ms B Mlotshwa Tel No: 016 594 9207 (SW) Ms N Mashazi Tel No: 011 694 9321 (JN) Ms Elizabeth Moloko Tel No: 011 666 9109 (JE) Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
<u>POST 23/284</u>	:	<u>CHIEF REGISTRY CLERK REF NO: JW2022/06/67</u> Sub Directorate: Auxiliary Services Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R261 372 per annum Johannesburg West District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3 -5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver's license is an added advantage.
<u>DUTIES</u>	:	Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe

custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433

POST 23/285 : **CHIEF ADMIN CLERK REF NO: JW2022/06/68**
Sub Directorate: Education Support

SALARY : R261 372 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support. and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433

POST 23/286 : **CHIEF ADMIN CLERK REF NO: GW2022/06/69**
Sub-Directorate: Curriculum Management and Delivery

SALARY : R261 372 per annum
CENTRE : Gauteng West District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component.

		Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Ms Louisa Dhlamini Tel No: 011 660 4581
<u>POST 23/287</u>	:	<u>CHIEF ADMIN CLERK (3 POSTS)</u> Sub-Directorate: Transversal Human Resources Services
<u>SALARY CENTRE</u>	:	R261 372 per annum
	:	Gauteng North District: Ref No: GN2022/06/71
	:	Gauteng West District: Ref No: GW2022/06/72
	:	Sedibeng East District: Ref No: SE2022/06/73
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Ms Matlhodi Moloto Tel No: 012 846 3641 (GN) Ms Louisa Dhlamini Tel No: 011 660 4581 (GW) Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)
<u>POST 23/288</u>	:	<u>CHIEF ADMIN CLERK REF NO: TN2022/06/74</u> Sub-Directorate: Head of the District (Office of the Director)
<u>SALARY CENTRE</u>	:	R261 372 per annum
<u>REQUIREMENTS</u>	:	Tshwane North District
	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel

administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms Rejoice Manamela Tel No: 012 543 4313

POST 23/289 : **CHIEF ADMIN CLERK: AUXILIARY SERVICES (2 POSTS)**
Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY : R261 372 per annum
CENTRE : Johannesburg West District: Ref No: JW2022/06/75
Tshwane West District: Ref No: TW2022/06/76

REQUIREMENTS : Grade 12 certificates plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433(JW)
Ms Priscilla Ravele Tel No: 012 725 1451 (TW)

POST 23/290 : **CHIEF REGISTRY CLERK (2 POSTS)**
Sub Directorate: Transversal Human Resources Services

SALARY : R261 372 per annum
CENTRE : Gauteng North District: Ref No: GN2022/06/77
Tshwane North District: Ref No: TN2022/06/78

REQUIREMENTS : Grade 12 with minimum of 3 years relevant registry support experience in a Human Resource Registry. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of

the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Ms Matlhodi Moloto Tel No: 012 846 3641 (GN)
Ms Rejoice Manamela Tel No: 012 543 4313 (TN)

POST 23/291 : **CHIEF ADMINISTRATION CLERK: STAKEHOLDER MANAGEMENT REF NO: HO2022/06/80**
Directorate: Internal Corporate Management

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3- 5 years relevant experience in Government Communication. A qualification in Public Relations/Marketing/Communication will be an added advantage. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of digital communication. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license

DUTIES : Render general office support services in the office of the Director. Record, organise, store, capture and retrieve correspondence and data. Keep and maintain the digital filing system for the component. Work with confidential documents and ensure safe keeping. Type basic letters and/or other correspondence when required. Assist with coordinating stakeholder events. Research new ways to engage different stakeholders. Handle routine enquiries from stakeholders. Distribute documents/packages to various stakeholders as required. Keep and maintain the asset register for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms Brenda Mabaso: Tel No: 011 355 0201

POST 23/292 : **PRINCIPAL PERSONNEL OFFICER: HR INFORMATION AND POST PROVISIONING REF NO: HO2022/06/81**
Directorate: Organisational Development

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Must have knowledge of Public Service Act and Regulations, Employment of Educators and Employment Equity Acts, South African Schools Act, PPN Model, ELRC Resolutions. Good communication skills (Verbal and Written), Computer Literacy, Time Management, Planning and Organizing, Emotional Intelligence.

DUTIES : Collate HR Data requested by the line functions. Analyse data specification in line with the request. complete required input documents to facilitate data entry of information in standard format. Capture data, update, and maintain the source documents used in collation of data. Authenticate and distribute post establishment data and other relevant documents to stakeholders. Provide accurate HR information to employees and managers. Prepare statistical data and dashboards to support the reporting requirements of the unit. Assist in the preparation and typing of reports and make recommendations regarding improving efficiency. Monitor Persal implementation of growth posts, grading levels and post establishment. Investigate, develop and implement work practices and procedures that further enhance the efficiency of the unit. Process documents for archiving and completing all processing steps in accordance with established procedures. Create and maintain tracking systems relevant to incoming work.

ENQUIRIES : Ms Mpho Diseko: Tel No: 011 843 6514

POST 23/293 : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: HO2022/06/82**
Directorate: HRTS

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3- 5 years relevant experience as a Personnel Officer in the HR working environment. in HR working environment. Knowledge

of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES : Coordinate the provision of all personnel administration services on Persal for SMS and MMS members. Support implementation of appointments of PERSAL for SMS and MMS members. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity for SMS and MMS members. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration for SMS and MMS members. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file for SMS and MMS members. Approve/ Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Co Ordinate reporting lines as well as appointment of SMS and MMS members on ESS Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES : Ms Jabulile Mchunu: Tel No: 011 843 6883

POST 23/294 : **PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING REF NO: HO2022/06/83 (3 POSTS)**
Directorate: Recruitment and Selection

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills. Ability to work in a team and independently. A valid driver's license is essential.

DUTIES : administrative services, in the redeployment and absorption of staff within and additional to the establishment, as well as the in the placement of bursary holders. Assist in monitoring placed and unplaced graduates for Funza Lushaka. Provide support in the collation and compilation of reports e.g. progress/weekly/monthly reports, etc. Assist in monitoring the utilisation of all posts as per allocated post establishment and provide reports. Provide support in monitoring vacancy rate and conducting human resource trend analysis into recruitment and selection patterns. Maintain an up-to-date database for response handling, recruitment and selection appointments, movements, placements and retention of staff. Respond to enquiries received from internal and external stakeholders. Assist in the compilation and forwarding of submissions to HOD/MEC or as per approved delegations. Assist in coordination and publication of vacancy lists and the advertisement of departmental vacancies.

ENQUIRIES : Ms Tlaleng Ngubeni: Tel No: 011 843 6544

POST 23/295 : **PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING REF NO: HO2022/06/84**
Directorate: Recruitment and Selection

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills.

DUTIES : To provide effective and efficient recruitment. Assist in the implementation of the GDE's recruitment, selection, retention and placement strategies. Assist in the provisioning of administration services for all response handling, recruitment, selection, appointments, transfers, placement and retention of staff. Provide support in the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Assist in advising various stakeholders on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Facilitate compliance, background and reference checks.

ENQUIRIES : Ms Tlaleng Ngubeni: Tel No: 011 843 6544

POST 23/296 : **CHIEF ADMIN CLERK REF NO: HO2022/06/85**
Directorate: Dispute Management

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' experience in the Administrative or Clerical Support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of PERSAL will be added advantage. Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel), Planning, organising and supervisory skills. Ability to work under pressure, work independently and meet deadlines. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture disciplinary and grievance cases on PERSAL. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Liaise with service providers regarding payments. Keep record of captured invoices and payments. Prepare RLS01 and facilitate RLS02 for processing. Ensure the information is captured correctly. Supervise human resources/staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES : Mr Milton Mashele: Tel No: 011 355 1506

POST 23/297 : **PERSONAL ASSISTANT REF NO: HO2022/06/86**
Directorate: Enterprise Risk Management

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of

- procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
- DUTIES** : Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES** : Mr Puledi Selepe Tel No: (011) 355 115
- POST 23/298** : **PERSONAL ASSISTANT REF NO: HO2022/06/87**
Directorate: Auxiliary Services and Fleet Management
- SALARY** : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.
- DUTIES** : Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES** : Mr. Joe Mokhosi Tel No: (011) 355 0761
- POST 23/299** : **SENIOR LIBRARIAN REF NO: JW2022/06/89**
Sub-Directorate: LTSM
- SALARY** : R261 372 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : A Bachelor's degree or National Diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computer skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license
- DUTIES** : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library

use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.

ENQUIRIES : Mr. Jaftha Lizwe Tel No: (011) 831 5433

POST 23/300 : **CHIEF PROVISIONING ADMIN CLERK REF NO: TN2022/06/90 (X2 POSTS)**
Sub-Directorate: Finance and Administration
Provisioning and Administration for Institution

SALARY : R261 372 per annum
CENTRE : Tshwane North District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms. Rejoice Manamela Tel No: (012) 543 4313

POST 23/301 : **CHIEF PROVISIONING ADMIN CLERK REF NO: JS2022/06/91 (X2 POSTS)**
Sub-Directorate: Provisioning and Administration

SALARY : R261 372 per annum
CENTRE : Johannesburg South District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate

Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms. Lola Malimogova Tel No: 011 247 5966

POST 23/302 : **CHIEF PROVISIONING ADMIN CLERK REF NO: TW2022/06/92**
Sub-Directorate: Finance and Administration
Provisioning and Administration for Institution

SALARY : R261 372 per annum
CENTRE : Tshwane West District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms. Priscilla Ravele Tel No: (012) 725 1451

POST 23/303 : **TRANSPORT OFFICER: MESSAGING REF NO: HO2022/06/93 (3 POSTS)**
Sub-Directorate: Auxiliary Services and Fleet Management

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant experience in messaging services. Knowledge of Knowledge of PFMA, Transport policies, Public Act Regulations, Memorandum of Understanding and Batho Pele Principles. Good interpersonal skills, communication skills (verbal and written), Report-writing, Time management skills, Organising skills and Analytical skills, Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in

- possession of a driver's licence(manual). Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.
- DUTIES** : Supervise and allocate drivers/ messengers to the relevant unit. Identify and assign driver/messenger on the database as per specifications. Update a driver/messenger database. Compile monthly reports for the unit. Respond to queries related messenger and driver messengers. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official. Supervise and render driving support services. Encourage drivers to inspect vehicles/equipment on a regular basis and report the defects. Consolidate a report on defects and submit to fleet management to action. Supervise and ensure that vehicle logbook and, trip authorization for the vehicle is completed. Supervise and render messenger support services. Monitor and oversee the recording and controlling of correspondence register. Supervise the sorting and arrangement of correspondences in the registry. Facilitate and oversee the collect, distribute, and circulate correspondences (mail, parcels, documents, and files). Ensure that Performance Management of subordinates are executed. Submission of monthly reports.
- ENQUIRIES** : Mr. Robert Mudau Tel No: (011) 843 6898

GAUTENG DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Clinical Technologist, Directorate: Internal Medicine (Re-advertisement) (for Charlotte Maxeke Johannesburg Academic Hospital) with Ref No: Grade 1: CT/IM/G1, Grade 2: Ref No: CT/IM/G2, Grade 3: Ref No: CT/IM/G3 advertised in Public Service Vacancy Circular 21 dated 10 June 2022, the Job Title has been amended as follows Job Title: Medical Technologist. People who applied are encouraged to re-apply, the closing date has been extended to the 08 July 2022.

OTHER POSTS

- POST 23/304** : **PAEDITRICIAN SPECIALIST– GRADE 1, 2 OR 3 REF NO: TMRH-PEADS 2022/05/08 (1 POST)**
Directorate: Medical
- SALARY** : Grade 1 R1 122 630 – R1 191 910 per annum, (all inclusive)
Grade 2 R1283 592 -R1 362 363 per annum (All-inclusive package)
Grade 3: R1.489.665 – R1 862.412 per annum (all-inclusive package)
- CENTRE REQUIREMENTS** : Thelle Mogoerane Regional Hospital (TMRH)
Appropriate qualification as Medical Specialist in pediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA). Proof of current HPCSA registration for April 2022/March 2023. Receipt of current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure. Ability to work in a multi-disciplinary team.
- DUTIES** : Supervising the management of and managing neonatal patients and coordinate any services required for patient care. To provide clinical care/ services in the Neonatal unit (including inpatients and outpatients services). To provide clinical care/ services in general pediatrics as determined by the department of Pediatrics. Supervising the management of children in Pediatric ICU, casualty and outpatient services. To participate and assist in teaching/ training of both undergraduates and postgraduates. Attend meetings and training as approved by Head of Unit. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Dr C. Ndobe Tel 060 961 2628
Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements

mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 08 July 2022
- POST 23/305** : **MEDICAL SPECIALIST REFS: REFS/014351**
Directorate: Critical Care/ Intensive Unit
(Re-advertisement)
- SALARY** : Grade I: R1 122 630. per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Specialist/Sub specialist in Internal Medicine, Surgery, Anaesthesiology, Emergency Medicine, Obstetrics and Gynaecology. Registration with the HPCSA as a Medical Specialist/ Subspecialist in Internal Medicine, Surgery, Anaesthesiology, Emergency Medicine, Obstetrics and Gynaecology. No experience required after registration with the HPCSA as Medical Specialist.
- DUTIES** : As a Critical Care specialist, the candidate will be responsible for the clinical management of intensive care and high care patients across the spectrum of disciplines. The incumbent will be required to lead operational and academic ward rounds and be integrally involved in all aspects of patient management. In addition, the incumbent will be required to supervise junior staff members. Other clinical duties may include managing patients as part of outreach duties at cluster hospitals and other academic units associated with the division of Critical Care. A percentage of time may be permitted to be spent in the candidate's parent speciality (up to 25%). This will be determined by the Academic Head. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Successful candidates will need to fulfil the training requirement as set out by the CMSA and University of the Witwatersrand Division of Critical Care. Rotation through the various academic hospitals may occur. Participation in the educational duties of the Division of Critical Care, involvement in research activities of the Division of Critical Care, and output of at least one peer-reviewed publication per annum is expected of successful candidate/s. Duties will also include appropriate training and supervision of Registrars, Medical Officers, Medical Interns and Medical Students, including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof. M. Mer Tel No: 011 488 3567
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only

be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 08 July 2022
- POST 23/306** : **MEDICAL SPECIALIST (FELLOW) REFS: REFS/014352**
Directorate: Internal Medicine (Critical care)
(Re-advertisement)
- SALARY** : Grade I: R1 122 630.per annum (All-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade I Appropriate qualification that allows for registration with the HPCSA as a Medical Specialist in a normal Specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty and proof of current registration. No experience required with the HPCSA as a Medical Specialist in a normal Specialty. No experience required after registration with the HPCSA as Medical Specialist.
- DUTIES** : Candidate will be responsible for the clinical management of intensive care and high care patients across the spectrum of disciplines. The incumbent will be required to lead operational and academic ward rounds and be integrally involved in all aspects of patient management. In addition, the incumbent will be required to supervise junior staff members. Other clinical duties may include managing patients as part of outreach duties at cluster hospitals and other academic units associated with the Division of Critical Care. A percentage of time may be permitted to be spent in the candidate's parent specialty (up to 25%). This will be determined by the Academic Head. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Successful candidates will need to fulfil the training requirement as set out by the CMSA and University of the Witwatersrand Division of Critical Care. Rotation through the various academic hospitals may occur. Participation in the educational duties of the Division of Critical Care, involvement in research activities of the Division of Critical Care, and output of at least one peer-reviewed publication per annum is expected of successful candidate/s. Duties will also include appropriate training and supervision of Registrars, Medical Officers, Medical Interns and Medical Students, including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof. M Mer Tel No: 011 488 3567
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.
- NOTES** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 08 July 2022
- POST 23/307** : **MEDICAL SPECIALIST REFS: REFS/014353**
Directorate: Internal Medicine – Pulmonology
- SALARY** : Grade I: R1 122 630.per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Medical Specialist Grade I Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and/or a sub specialist in the required field. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and experience in Internal Medicine.
- DUTIES** : As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof. A Mahomed Tel No: 011 488 3654/3554
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 08 July 2022
- POST 23/308** : **MEDICAL SPECIALIST REFS: REFS/014354**
Directorate: Anaesthesia
- SALARY** : Grade I: R1 122 630.per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist in Paediatrics. No experience required after registration with the

HPCSA as Medical Specialist. Knowledge and Skills: Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The candidate must have Knowledge of ethics, legislation, policies and procedure pertaining to health care users. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse teams. Participate in departmental teaching, training, and research. Ability to supervise and manage clinical service delivery by registrars and medical officers. Ability to establish excellent working relationships with surgical teams, theatre staff and colleagues. Capacity to manage change within a department and hospital. Aptitude for improving Anaesthesia services across the hospital cluster and must take part in commuted overtime service delivery.

DUTIES : Supervising the management of anaesthesia delivery in all sub disciplines. Provision of a comprehensive clinical Anaesthesia service for patients at Charlotte Maxeke Johannesburg Academic Hospital and cluster hospitals. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars. Administrative duties within the Department of Anaesthesia. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all departmental meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Anaesthesia. Maintain quality assurance standards and other departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Prof. E.E. Oosthuizen Tel No: 011 488 4344/ 082 052 0765

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 : 08 July 2022

POST 23/309 : **MEDICAL REGISTRAR REFS: REFS/014355**
Directorate: Nuclear Medicine

SALARY : R833 523.per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current registration with the HPCSA as Medical Practitioner.

DUTIES : As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns,

		medical officers and other service commitments to CMJAH and cluster hospital Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.
<u>ENQUIRIE</u>	:	Prof W. Vangu Tell 011 488 3500
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Only online application will be considered. Please Use The Reference As The Subject.
<u>NOTES</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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>	:	08 July 2022
<u>POST 23/310</u>	:	<u>MEDICAL OFFICER: DEPARTMENT OF FAMILY MEDICINE REF NO:</u> <u>TMRH-MO/FAM. MED-22/05/12</u>
<u>SALARY</u>	:	Grade 1: R833 523 - R897.939.per annum Grade 2: R953 049 -R1042.092.per annum Grade 3: R1.106 037 - R1,382.802.per annum
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	The Medical Officer post requires appropriate medical qualification (MBCHB or equivalent) that allows for registration with HPCSA as a Medical Practitioner. Registration with HPCSA as an Independent Medical Practitioner and Proof of current HPCSA registration. Experience: Grade 1: None after registration with HPCSA as Independent Medical Practitioner Grade 2: Minimum of 5 years' experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner. Grade 3: Minimum 10 years' experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient and related administrative duties, participating in all activities of the discipline in relation to teaching and research. Supervising junior doctors (undergraduate students, interns and community service doctors). Improve quality of care by providing clinical care that is guided by guidelines and latest evidence with good record keeping.
<u>ENQUIRES</u>	:	Dr. N. Khumalo Tel (011) 891- 7081
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in

possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 08 July 2022
- POST 23/311** : **MEDICAL OFFICER REFS: REFS/014356**
Directorate: Orthopaedics
- SALARY** : Grade I R833 523 per annum)(All-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner.
- DUTIES** : Clinical assessment orthopaedics patients, formulation, development, and execution of evidence based and compassionate patient care plans. Daily ward round and attendance at OPD, preparation of patients for theatre and performance of surgical procedures concordant with medical officer position. The application of cost containment measures in service delivery is important. Assessment and management of medical and orthopaedics emergencies. After-hours calls and execution of urgent orthopaedics procedures. Counselling and education of patients and families. Proper clinical record keeping and participation in ward/ departmental administrative duties. Commitment to the highest level of care, ethics, professionalism and punctuality. Work responsibility within a multi-disciplinary team. Work at, and participate in outreach, at any of the Gauteng Health cluster facilities. Academically: will participate in the orthopaedics teaching programme with the aim of passing the CMSA Orthopaedics Intermediate exam. The incumbent will teach and supervise medical interns and medical students.
- ENQUIRIES** : Prof. A. Robertson Tel No: 011 488 4990
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTES** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 08 July 202
- POST 23/312** : **MEDICAL OFFICER: INTERNAL MEDICINE REF NO: TMRH-MO/INT. MED-22/05/13**
- SALARY** : Grade 1: R833 523 - R897.939.per annum
Grade 2 R953 049 - R1042.092.per annum
Grade 3: R1.106 037 - R1,382.802 per annum
- CENTRE** : Thelle Mogoerane Regional Hospital

REQUIREMENTS : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as Medical Officer. Current registration with HPCSA as Medical Officer. No experience required after registration with HPCSA as Medical Officer **Grade 2:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Current registration with HPCSA as Medical Officer. A minimum of 5 years' experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner. **Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Current registration with HPCSA as Medical Officer. A minimum 10 years' experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner.

DUTIES : Clinical assessment; history taking mental status examination and physical examination of all patients; formulation; development and execution of management plans for all patients. Assessment and management of emergencies; counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participate in ward /departmental administration in maintaining ward record. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team.

ENQUIRES APPLICATIONS : Dr. M A Siddiqui: Tel: 0118911700/ Dr K Mathosa: 079 894 5499
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 08 July 2022

POST 23/313 : **MEDICAL OFFICER: REFS/014357**
Directorate: Ear Nose Throat

SALARY CENTRE REQUIREMENTS : Grade 1: R833 523.per annum)(All-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner.

DUTIES : Provide effective patient care. Teaching of undergraduate students. Participate in departmental academic activities. Administrative duties such as capturing data on RedCap. Commuted overtime is compulsory.

ENQUIRIE APPLICATIONS : Mrs. Talita Ntholeng email-address: talita.ntholeng@wits.ac.za
: Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za.Only online application will be considered. Please Use The Reference As The Subject.

- NOTES** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 08 July 2022
- POST 23/314** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: TMRH-LR 22/05/06 (X1 POST)**
Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876.705 per annum (All Inclusive Package)
: Thelle Mogoerane Regional Hospital
: A three-year (3) Degree/National Diploma in Labour Relations Management/ Human Resource Management or relevant qualifications at NQF level 6 plus 10 years' experience in Labour Relations of which 5 years must be at a managerial level (Assistant Director) A valid driver's license. Computer literacy (MS Word, Excel, and Power Point) Experience in Health sector environment as well as a certificate in Labour Dispute Resolution Practice or related will be an added advantage. Knowledge of the Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public Finance Management Act and other legislative prescripts that govern Labour Relations. Knowledge of PERSAL. Good understanding of PSCBC resolutions. Good communication skills (verbal and written especially report writing) the incumbent should be able to gather, analyze information, interpret report.
- DUTIES** : Facilitate monitoring and implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on strategic framework/plans in the area of functional responsibility. Facilitate the development of operational standards and ensure the attainability on the same. Compile weekly, monthly, quarterly and annual reports. An all-rounder in the management of Labour Relations activities (e.g. handling of grievances, misconducts, disputes, collective bargaining, strike management) pertaining to the unit. Manage and facilitate the provision of Labour Relations reports on grievances, disputes, appeals, training and misconduct cases received from line management. Update, extract, analyze data on Labour Relations matters in the facility and draw up trends for management. Facilitate the capturing of Labour Relation cases on Persal. Facilitate the training of Line Managers and supervisors on employee relations.
- ENQUIRIES APPLICATIONS** : Dr M.M Malaka Tel No: (011) 891 7318
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of

candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 08 July 2022
- POST 23/315** : **MEDICAL OFFICER – SURGERY DEPARTMENT REF NO TMRH – SURGERY 2022/05/09**
Directorate: Medical
- SALARY** : Grade1: R713 361 – R784.278 per annum
Grade 2: R832 398 – 923 847 per annum
Grade 3: R966.039 – R1 137 936 per annum
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime is mandatory. Clinical skills, consultation, history taking, examination, clinical assessment, surgical management procedures and ensuring patient care.
- DUTIES** : May participate in original basic or clinical research. Will be expected to attend surgical emergencies. Ensuring correct surgical treatment of patients. Attendance of relevant administrative meetings like mortality and morbidity meetings. Completion of medico-legal documents timeously (Death certificate and medical reports). Also expected to attend the surgical outpatient department. Perform commuted overtime duties after hours (night, weekend and public holidays). Supervision and training of medical interns, community service. Ensure proper and accurate record keeping as legally and ethically required. Manage surgical patients in all wards. Be part of multidisciplinary team.
- ENQUIRIES** : Dr Magagula Tel No: (011) 891 7001
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public

Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
08 July 2022

CLOSING DATE

POST 23/316

MEDICAL OFFICER - ACCIDENT & EMERGENCY DEPARTMENT REF NO TMRH - MO/ED 2022/05/07
Directorate: Medical

SALARY

Grade1: R713 361 – R784.278 per annum
Grade 2: R832 398 – R923 847 per annum
Grade 3: R966.039 – R1 137 936 per annum

CENTRE REQUIREMENTS

Thelle Mogoerane Regional Hospital
Grade 12 certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa – HPCSA (MBCHB degree or equivalent). Registration certificate with the HPCSA as a Medical Officer. Current registration with the HPCSA as an Independent Medical Officer (2022) valid work permit for non-South Africans must be attached. Knowledge and experience in medical emergencies. Good written & verbal communication skills, and ability to work under pressure. ACLS, PALS, ATLS, or equivalent, and ultrasound courses will be added advantage.

DUTIES

The potential candidate will be responsible for doing ward rounds, running Emergency department floor' including resuscitation area; general medical /surgical area and pediatrics area. Fulfill commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster; compiling and presenting mortality and morbidity statistics and maintaining accurate patient record. Participate in research projects; academic meetings and supervise /teach interns and medical students.

ENQUIRIES APPLICATIONS

Dr Jedd Hart Tel No: 072 783 8859
Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

08 July 2022

POST 23/317

ASSISTANT MANAGER SPECIALTY REFS REFS/014360
Directorate: Nursing Department: Orthopaedic

SALARY CENTRE REQUIREMENTS

R624 216 per annum (plus benefits)
Charlotte Maxeke Johannesburg Academic Hospital
Matric. Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Post basic nursing

qualification of the duration of 1 year, accredited with SANC in Orthopaedic Nursing or Trauma Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Orthopaedic Nursing or Trauma Nursing. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage.

DUTIES

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work as part of the palliative care for the institution. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

Ms NN Mtalana Tel No: 011 488 3360

**ENQUIRIES
APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.

NOTES

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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.

08 July 2022

CLOSING DATE

POST 23/318

: **ASSISTANT MANAGER NURSING PNA7 (HAST) REF NO: TMRH -HAST 05/2022/01**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R571 242 – R662 223 per annum, (plus benefits)
: Thelle Mogoerane Regional Hospital
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Diploma or Degree in Administration as well as a certificate in NIMART and NIMXDRTB. At least (3) years of the period referred to above must be appropriate/ recognizable experience at management level. At least five (5) years of the

period referred to above must be appropriate/recognizable experience in a clinical ART and TB services (1). Computer literacy i.e. (MS Word, Power Point). Service certificate compulsory. Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. knowledge of nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES : Coordination of the implementation of HAST strategic plan in line with 90 90 HIV and TB strategy. Collaboration and facilitation of the HAST Business plan. Manage and coordinate human, financial and physical resources. Ensure a proper referral system. Liaise with both internal and external stakeholders on HIV/TB related services. Implementing quality assurance to the HIV and TB programmes to ensure sustained treatment viral suppression and cure rate. Ensure availability of HIV and AIDS, TB policies within the facility. Perform all other duties delegated by the Supervisor.

ENQUIRIES : Ms. M.R.E. Damane Tel No (011) 891 7299
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 08 JULY 2022

POST 23/319 : **ASSISTANT MANAGER NURSING (SPECIALTY) PNB-4**
NEONATAL/CHILD NURSING CARE REF NO: TMRH - 05/2022/02
 Directorate: Nursing

SALARY : R624.216 - R702.549.per annum (Plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and proof of current registration.1 year post basic nursing qualification in Nursing Administration. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and midwifery. At least 6 years of appropriate/ recognizable

<u>DUTIES</u>	:	experience in the specialty area after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.). Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Implement and ensure compliance to National Core Standards
<u>ENQUIRIES</u>	:	Ms. M.R.E. Damane Tel No (011) 891 7299
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	08 July 2022
<u>POST 23/320</u>	:	<u>ASSISTANT MANAGER CHILD REF NO: TDHS/A/2022/48</u> Health, EPI, CDC & Outbreak Response Directorate: Health & Outreach Programmes
<u>SALARY</u>	:	R571 242 - R662 223 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Management qualification will serve as an added advantage Other Skills / Requirements: A minimum of 8 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC; Computer Literacy; Valid Driver's License.
<u>DUTIES</u>	:	Key Perfomance Areas: Strengthen the Expanded Programme on Immunization (EPI) in the district. Coordinate Communicable Disease Control (CDC) and COVID 19 in the district. Monitor AFP surveillance in line with WHO requirements. Strengthen intersectoral collaboration with the relevant stakeholders. Knowledge of District Health Services, National Health Act, National Development Plan, Financial and Human Resource. Management report writing and presentation skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality

assurance management as well as PHC Management policies and practices. Experience in EPI / CDC will be an added advantage. Perform all other duties delegated by Supervisor/ Manager

ENQUIRIES : Mrs Lekwetji Komane Tel No: 012 4519213
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

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.

CLOSING DATE : 15 July 2022

POST 23/321 : **OPERATIONAL MANAGER (SPECIALTY) PNB3:**
CHILD/PAEDS/NEONATAL NURSING SCIENCE REF NO: TMRH -
05/2022/03

SALARY : R571.242 – R642,933 per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. (Advanced Midwifery)

DUTIES : Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets.

ENQUIRIES : Ms. M.R.E. Damane Tel No (011) 891 7299
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the

requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 08 July 2022
- POST 23/322** : **SONOGRAPHER GRADE 1 -REF NO TMRH -SON22/05/10**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R401 640 – R459 231 per annum
 : Thelle Mogoerane Regional Hospital
 : Minimum educational qualification: National Diploma/Degree in Ultrasound Radiography/B Tech in Ultrasound Radiography. Certified copy of original registration with Health Professions Council of South African HPCSA in Ultrasound Radiography. Current registration with HPCSA for 2022/2023. Post-community service. Physically able to perform the duties required. Thorough knowledge of ultrasonography techniques and protocols. Ultrasound scanning experience and ability to work independently and in a team. Knowledge of provisioning protocols, stocktaking, and stock control. Basic knowledge of equipment uses and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measure. Good Knowledge of maintenance procedures. Decision-making and problem-solving skills. Reliability, efficiency, competency, and accountability in service provision. Adherence to Public Service Regulations and line function procedures. A working knowledge of departmental equipment and fault reporting. Adherence to principles of labour legislation. Knowledge of disciplinary and grievance procedures. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills. Knowledge of public service legislation, policies, and procedures. Knowledge of current Gauteng Department of Health guidelines and policies governing the Health Sector and Radiography Profession. Computer literacy. Comprehensive knowledge of radiation protection and sonography equipment safety.
- DUTIES** : Preparing patients for Ultrasound examinations. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Assist in coordinating and organizing daily workload / running of the department. Must have knowledge of the department functions and ascertain smooth running of the department and a professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes. Promote teamwork, co-operative work relationship amongst staff members and other health Care workers
- ENQUIRIES** : Mr. T. I. Molefe Tel no: 011 891 7223 or Ms. Busi Mapoko Cell no: 084 627 6989
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA, at no cost. People

with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 08 July 2022
- POST 23/323** : **PROFESSIONAL NURSE SPECIALITY (NURSING EDUCATION) REF NO: TMRH -05/2022/14 (X3 POSTS)**
Re-Advertisement
- SALARY** : R388 974 – R450 939.per annum (plus benefits)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12 (Standard 10). Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. In general nursing. A post basic level 8 nursing qualification which is registered with SANC. Registration with SANC as a Professional Nurse and as nursing educator with proof of current registration. Added advantage comprehensive diploma/degree in nursing that allows registration with SANC as a General Nurse/Psychiatric Nurse/ Community Nurse midwife
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding and implementation of nursing education curriculum for clinical nursing and practice. Demonstrate knowledge and understanding of skills development importance in the workplace. Monitor ethics and professional behavior to clinical nursing practice. Understanding of labour relations and HR policies and application thereof; improve multi-disciplinary team approach and maintain health relations with multi- disciplinary team. Demonstrate a basic understanding of the preparation of different clinical lesson plans in conjunction with computer science applications. Demonstrate basic computer literacy as a support toll to enhance service delivery work as part of multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication strategies by presenting a well-prepared teaching/training session after the specifically identified need. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of nursing care procedures. Work effectively and amicably at a supervisory level with person of diverse intellectual; cultural, racial or religious differences. Must have basic computer skills. Participate in training research and self-development. Display a concern for quality service delivery based on updated health care norms and standards for an ideal hospital clinic. Ability to work under pressure and organization of own work. Know and understand the application of all elements of the nursing strategy for clinical education and training
- ENQUIRIES** : Ms. M.R.E. Damane Tel No (011) 891 7299

- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 08 July 2022
- POST 23/324** : **ASSITANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF: TMRH: ADSCM- 05/2022/15**
- SALARY** : R382 245 - R450 255 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12 with Certificate in SCM at NQF 5 plus 10years unbroken experience in SCM at supervisory level. or National Diploma/ bachelor's degree/preferably B. Com /National Diploma in Logistics/Supply Chain/ Public Administration, B. Tech Business Administration/Public Administration or relevant qualification at NQF 7 with 5 years unbroken supervisory experience in SCM field. Experience in Strategic Sourcing, Risks, Project and Demand Management. Excellent knowledge of Central Supplier Data-Base (SCDB), Knowledge of SCOA mapping with Internal Reporting Format (IRF), and Knowledge of GAAP/GRAP, Contract Management skills, SLA, SOPs , drafting Operational plan, Demand and Procurement Plans, business writing, communication and interpersonal, diversity and Team building skills with basic knowledge of RSA Constitution, PFMA, PPPFA, PPR, Treasury Regulations, SCM Practice Notes, and SCM Circulars, Assets-GAMA and Inventory Management Policy, Certificate in Inventory/Stock Management and Warehouse Management including basic knowledge of Gauteng Provincial Township Economic Revitalization Bill (GPTERB), BAS,SAP/SRM, Assets Ware/Gauteng Provincial Assets Certificate and as well as interpretation of relevant Public ACTs and Policies/Adopted strategies together with all systems applicable and utilized in SCM/Finance and Knowledge for SCM Code of Conduct, PRECCA, PAJA, PAIA and POPIA as well as the Departmental knowledge of PMDS and knowledge of drawing reports as well as efficiency in Ms Word, Excel and PowerPoint and writing submissions. Personal attributes: Innovative, Trustworthy, Dependable, Proactiveness, clear ability to meet deadlines and work under-pressure, self-motivated and creativity with passion within the Acceptable Parameters of Good Administrative Practices and understanding Delegations of Duties and Internal Controls, skills to implement Auditor-General Recommendations and knowledge of Green Economy in Procurement Policy and Knowledge of Automated Cost Centre Management and including drafting Fraud and Preventing Strategy.
- DUTIES** : Co-ordinate Demand Management Processes, Manage the Acquisitions processes, Logistics, Disposal and Risk Performance Review processes of

SCM elements daily. Lead and support Facility Mini bids accordingly. Implement effectively the FMU business plans, providing efficient support to all Disciplines, Interpretation of SCOA, oversees processes of Monthly Reconciliation out and inside the Facility, Preparation of Management Reports and Monthly Theoretical Reports, Conduct Statutory SCM Stocktaking and Guide Pharmaceutical Statutory Stock taking, Support the weekly Quotations Adjudication Committee (QAC) for the Facility. Acting as Deputy Director: SCM as and when requested and attending the following meetings: Extended Management Meeting, Clinical Governance, Equipment Committee for the Institution including Ad hoc Meetings and Represent SCM well when requested and Perform and carried-out any lawful instructions/practices as well as any delegated work/project. Provide and promote effective and efficient Facility SCM Records Management. Ensure timeous development of Job descriptions, Contracting and Evaluation in line with the institutional the Planned goals, APP and approved Operational Plan manage employee's Performance and ensure that all employee's Contracts are aligned to the planned goals as well as the other Departmental Plans, current evolutions and submissions are done on time. Effectively support Assets Management for the Institution and Disposal Committee Meetings Management Resources effectively, Coaching, Mentoring and Reprimand/Discipline officials when there is primacies evidence to do so and make necessarily Referrals. Attend EXCO meetings, and Multilateral as well as Bilateral meeting when requested to do so. Chair Sectional Meetings and ensure that proper minutes are produced and filed. Implement Staff Development Plans and Enforce Rotation of the officials in accordance with approved SCM-SOP. Manage the Stock Critical List of the Institution weekly. Conduct Market and Industry research and analysis respectively and ensure that Designated groups are supported in according to SCM policy. Support the deviations process when necessary in line with the Treasury Regulations. Implement Training Empowerment Plans for Development of the SCM officials and ensure continuous Learning Quarterly. Ensure that E-Disclosure of Interests by all SCM officials is adhered and prevent any delinquent to such and avoid any Non-compliance. Minimized Audit Qualifications and promote Clean Audit for the Institution. Ensure that Pillars of Supply Chain are implement effectively and Promote Green Economy in Procurement of goods and services. Implement SAP-Automated/Manual Cost Centre Management within the Facility. Improve Accountability by all SCM and End-users in the process of procuring goods/services within the Facility and effective management of Web cycle and/or exceptions. Assist in Collation of weekly EXCO Report and Preparation.

**ENQUIRES
APPLICATIONS**

: Dr M.M. Malaka: Tel. No: 011 891 7314 Mr Shavani 011 891 1700
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public

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08 July 2022

CLOSING DATE

:

POST 23/325

:

OCCUPATIONAL THERAPY PRODUCTION REF NO: TMRH-OT22/05/11
Directorate: Clinical Support & Therapeutic Services Department

SALARY REQUIREMENTS

:

R322 746 - R367,299. per annum plus benefits

:

Degree in Occupational Therapy. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One-year community service completed. Experience in vocational rehabilitation and assessments will be an added advantage.

DUTIES

:

To provide optimal and evidence based Vocational assessment and rehabilitation for patients. Occupational Therapy assessment and treatment of in- and out- patients for individuals and groups. Competent in administering a wide range of vocational standardized assessments. Intensive communication liaising with employers, employees and advocating for patient rights and needs within the workplace. PILIR committee duties and responsibilities including assessment and treatment of hospital staff. To perform and complete administrative functions including data compilation, stock management, various internal and external meetings, submission of monthly reports and statistics. Participate in the mentorship and training of community service therapists and students. Participate in the departmental policy on training and continuous professional development. Ensure departmental standards are met and effective patient service delivery, in line with National Standards. Knowledge of current health and public service legislation, regulations and policies. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Occupational Therapist services within a hospital setting especially within the vocational sector. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

ENQUIRIES APPLICATIONS

:

Mr. T. I. Molefe Tel no: 011 891 7223

:

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE

:

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

:

08 July 2022

POST 23/326

:

CASE MANAGER REF NO: TMRH CASE/M - 05/2022/04 (1 POST)
Directorate: Finance

SALARY CENTRE

:

R382.245 – R450.255 per annum (Level 9) plus benefits

:

Thelle Mogoerane Regional Hospital

REQUIREMENTS : Degree/ Diploma in Nursing with a minimum of 5 years' experience in clinical Nursing practice post registration with SANC as a Professional nurse. Current registration with SANC. Computer literacy, good communication skills 'organizational skills; problem solving and record management skills. Coordination and liaison skills. Knowledge of National Health Act, Medical Schemes Act, Occupational Health and Safety Act. PFMA, RAF Act., COIDA Act., Patient's Right Charter, Batho Pele Principles, UPFS, ICD 10 Coding and NHI, data management policy.

DUTIES : Monitor and manage internal patients who are externally funded (i.e. ensure that ALOS is kept within the norm according to diagnosis and also to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding are correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients/ patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff and also auditing of externally funded billed files in order to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patient's registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly reports. coordination of work with finance department and clinical and nursing department

ENQUIRIES : Ms M Hlongwane Tel No: (011) 891 7001

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

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CLOSING DATE : 08 July 2022

POST 23/327 : **SOCIAL WORK SUPERVISOR – GRADE 1 REF NO: TMRH- SW22/05/05 (X1 POST)**
Directorate: Allied

SALARY : R384 228 – R445 425 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital

- REQUIREMENTS** : A four-year Degree in Social Work Current Registration with SACSSP as a social worker Minimum of seven (7) years' experience in social work after registration as a social worker with the SACSSP. A minimum of 2 years' experience in a health care environment will be an added advantage, Previous experience with mentoring or supervision of students and sub ordinates, Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector Ability to work within a multidisciplinary team.
- DUTIES** : Overall management and supervision of staff Implementation of the Supervision policy and the PMDS system Manage the Social Work department at the institution within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance Programme and support other mandates of the department and institution in terms of audits, reporting and implementation of corrective measures, Provide input into compilation of the strategic and operational plans of the department and hospital. Manage assets and all human and financial resources of the social work department Prepare and analyze monthly statistics to plan workload allocation, Expand the intersectoral communication with relevant partners and stakeholders, Represent the department and institution at various forums and meetings as per delegation, internally and externally implement the decisions and plans taken at departmental and institutional level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable Perform any duties as allocated by management.
- ENQUIRIES** : MS D Chauke Tel No: 011 891 2298
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know
- CLOSING DATE** : 08 July 2022
- POST 23/328** : **SHIFT LEADER GRADE 3 TO 6 (50 POSTS)**
Directorate: Directorate: Emergency Medical Services
- SALARY** : R269 985 – R552 306.per annum (plus benefits)
- CENTRE** : City of Johannesburg Ref No: EMS/SHIFTCOJ/2022 (30 posts)
City of Ekurhuleni Ref No: EMS/SHIFTEKU/2022 (16 posts)
City of Tshwane Ref No.EMS/SHIFTTSHW/2022 (2 posts)
Westrand Ref No: EMS/SHIFTWEST/2022 (2 Posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with

- valid PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience. Current compliance with HPCSA individual CPD-CEUs Activity record.
- DUTIES** : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring compliance and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports conduct investigations when required to do so. Ensure compliance with service protocol and procedures and undertake any other duties as allocated by management.
- ENQUIRIES APPLICATIONS** : Ms M Ramada Tel No: (011) 564 2008
- NOTE** : Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 08 July 2022
- POST 23/329** : **HUMAN RESOURCE OFFICER REF NO: EMS/HRO/05/2022 (1 POST)**
- SALARY CENTRE REQUIREMENTS** : R261 372.per annum (Level 7)(plus benefits)
: Emergency Medical Services
: Grade 12 with10 year's Human Resource Management experience or Degree/National Diploma in Human Resource Management or Equivalent Qualification with a minimum of five (5) years' experience. Computer Literacy (MS Office). Must have knowledge and experience in Persal Systems (Persal certificate). Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health, and safety act, PFMA and Knowledge of OSD policy, PMDS and other relevant Public Service Prescripts. A valid driver's licence.
- DUTIES** : Supervision of Staff. Effective and Efficient Implementation of Human Resource Management Administration such as Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Administration Management, Performance Management and Development Systems, Coordination of Training and Development of staff i.e. Student bursaries and Internship. Facilitate Recruitment and Selections processes. Injury on duty, PILIR, Ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports, and presentations. Ensure that Quality Assurance is adhere to in HR. Performing Contracting and PMDS evaluation of subordinates. Appointment letters for Committee Panel members and to monitor Committees.
- ENQUIRIES** : Ms. Z Jezi. Tel no: 011 564 2027/2054/2253

APPLICATIONS : Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.

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CLOSING DATE : 08 July 2022

POST 23/330 : **ELECTRO-CARDIOGRAM ASSISTANT REFS: REFS/014358**
Directorate: Clinical Support and Therapeutic service

SALARY : R213 726 per annum

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Appropriate qualification (with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession. Registration with the HPCSA in the relevant Profession where applicable. No experience required after obtaining an appropriate qualification or prescribed in service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Knowledge and skills: Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Knowledge and application of the Batho Pele principles. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Added advantage: National Diploma in Clinical Technology Specialty Cardiology.

DUTIES : Provide ECG service in the entire hospital (clinics and wards). Report all faulty equipment to ECG Department supervisor. Co-ordinate equipment maintenance and repairs. Ordering of ECG department disposable stock items. Candidate will be responsible for compiling ECG Statistics and submit it to ECG Department. Ordering of PPE's and other disposables. Contribute to the development of the ECG department and ECG Assistant profession including participation in institutional workshop and ECG Development program. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to.

ENQUIRIES : DR. O. Ubogu Tel No: 011 488 3805

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

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 : 08 July 2022

<u>POST 23/331</u>	:	<u>DATA ADMINISTRATION CLERK</u>
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 5)(plus benefits) Ref No: EMS/DATA/HOD/2022 (02 Posts) Ref No: EMS/DATA/COJ/2022 (01 Post) Ref No: EMS/ DATA/ EJU/2022 (01 Post) Ref No: EMS/DATA/TSW/2022 (01 Post) Ref No: EMS/DATA/WEST/2022 (01 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate Matric/Grade 12. Data management and competencies is an added advantage. Knowledge and application of the following prescripts: DMHIS Policy Computer literacy. Knowledge on DHIS as an added advantage and Driver's license.
<u>DUTIES</u>	:	Maintenance of all EMS stations, Check and verify patient report forms (PRF) and the Daily input forms sheet before capturing, Report problems found in the Daily input sheet to the Shift Supervisors/ station manager, Capture verified data for Station in web DHIS if a Daily Data Capturing (DDC) site – indicate capturing date and sign, check for outliers, add comments. Mark record for follow up if applicable, check for missing data, add comment and mark record for follow up and perform ad hoc duties as assigned by supervisor or District managers
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. RK Sekgobela Tel: 011 564 2009 Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
<u>NOTE</u>	:	Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	08 July 2022
<u>POST 23/332</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 ILS (145 POSTS)</u>
<u>SALARY CENTRE</u>	:	R171 714 per annum (plus benefit) Gauteng Emergency Medical Services various districts Ref No: EMS/ILS/COJ/2022 (42 Posts) Ref No: EMS/ILS/EJU/2022 (39 Posts) Ref No: EMS/ILS/TSHW/2022 (45 Posts) Ref No: EMS/ILS/WEST/2022 (19 Posts)
<u>REQUIREMENTS</u>	:	Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid driver's license Code 10 and valid professional driver's License with valid (PrDP) permit for transporting patients. Current compliance with HPCSA individual CPD-CEUs Activity record. Candidates are expected to do written, driving and physical assessment test.
<u>DUTIES</u>	:	Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MM Manenzhe Tel: 011 564 2292 Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
<u>NOTE</u>	:	Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as

well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE : 08 July 2022

POST 23/333 : **EMERGENCY CARE OFFICER GRADE 1 (30 POSTS)**

SALARY : R145 767.per annum
CENTRE : Metro Control Midrand
REQUIREMENTS : Grade 12 certificate (Preferably with a pass in English, Mathematics or Mathematic literacy, Physical science, Life Science or Biology, Basic Ambulance Assistant certificate, Registration with HPCSA as a Basic Ambulance Assistant, current BAA HPCSA registration ,Current BLS clinical practice guideline (CPG) update certificate, Current compliance with HPCSA individual CPD-CEU Activity record, Good Computer Skills, work organisational, prioritization and interpersonal skills, previous experience in control centre as a call taker or dispatcher will be an advantage. Minimum 2 years' experience in an operational environment, Previous experience in communication centre environment will be an advantage.

DUTIES : Perform call taker and dispatcher functions emergency ambulance, Inter-facility transfers and planned Patient Transport within the EMS control centre at Midrand. Successful candidates are expected to work shifts.

ENQUIRIES : Mr. D Mothilal Tel: 011 564 2000.
APPLICATIONS : Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.

NOTE : Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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. **NB:** People with disabilities are encouraged to apply Shortlisted candidates will be required to complete a written assessment within their clinical scope of practice as well as knowledge of the emergency communication environment followed by a computer competency test.

CLOSING DATE : 08 July 2022

POST 23/334 : **DATA CAPTURER COVID-19 CONTRACT REFS NO: SBAH 051/2022 (6 POSTS)**
 Directorate: Clinical Services

SALARY : R147 459 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 or an equivalent qualification with 0 to 2 years working experience. A range of work procedures such as, Data capturing, administration procedures relating to working environment including norms and standards, Batho Pele Principles. Accuracy in execution of duties. Strong interpersonal and communication skills. Computer literacy, experience in data capturing and telephone etiquette. Administration skills and reporting procedure.

DUTIES : Ensuring realtime data capturing is done. Assist in answering all incoming calls. Perform all Office Administration related duties. Be able to work independently and under pressure. Filing, compiling statistics and any other related duties.

ENQUIRIES : Dr L Majake Tel No: 012 354 1141
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.

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

CLOSING DATE : 08 July 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 15 July 2022
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender, youth, 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 documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 23/335 : **DEPUTY DIRECTOR: TRAINING AND DEVELOPMENT REF NO: REFS/014062**

SALARY : R744 255 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a recognised National Diploma / BCom Degree at NQF Level 7 in Human Resource Management: Training and Development. 5 Years' experience as an Assistant Director within Training and Development. Competencies: Understanding the following Acts: Skills Development and Levies Act; SAQA Act; Employment Equity Act. Understanding the National and Provincial Skills Development Strategy; Skills Development policies and the implementation thereof. Understand the PFMA and principles of budgeting. Understanding of the Project Management principles and understanding Organisational Development. Skills: Leadership skills, Presentation skills, Communication skills and Research skills. Understanding of the skills development legislation. Planning and organising skills. Budgeting and Financial Management skills. Problem solving skills. Administrative skills. Project Management skills.

DUTIES : Conduct training needs analysis and development of the Department's Workplace Skills Plan (WSP). Provide and facilitate the provision of the Training and Development programmes. Manage the administration of the Bursary Scheme. Develop and facilitate the implementation of the HRD Strategy and Plans. Manage the implementation of the Onboarding and Orientation Programmes as well as the Internship and Learnership Programmes; and facilitate the implementation of career management programmes including succession planning, talent management, retention, career pathing, job rotation, job enrichment and team leadership. Management of the Training and Development Unit. Management of the team within the sub-directorate.

ENQUIRIES : Ms A Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

- POST 23/336** : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: REFS/014335 (2 POSTS)**
- SALARY** : R728 829 - R777 771 per annum (Salary will be in line with the OSD Framework)
- CENTRE** : Ekurhuleni Region
- REQUIREMENTS** : Grade 12 plus an NQF level 7/BTech in Built Environment discipline 4 years certified managerial experience. Valid driver's licence; Compulsory registration with SACPCMP as a professional Construction Project Manager. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies. Research and development. Computer-aided engineering applications; Technical report writing, technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning organising skills, Training skills and communications skills.
- DUTIES** : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.
- ENQUIRIES** : Ms M Tshabalala Tel No: 063 691 4046
- 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.

- APPLICATIONS** : 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.
- CLOSING DATE** : 8 July 2022
- 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>.

MANAGEMENT ECHELON

- POST 23/337** : **CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/014359**
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R1 269 951 – R1 518 396 per annum (all- inclusive remuneration package)
: Johannesburg
: An NQF level 7 qualification in Public Administration, Administration, Strategic Management and any related fields. Minimum of 5 years' experience in the Senior Management level at the Director level. Strategic leadership capability. Knowledge in Financial, project and change management. Outstanding planning, organizing, coordinating and analytical skills coupled with strong interpersonal relationship skills. Communication, networking, negotiation, presentation and multi-tasking skills are fundamental. Competency in policy development. Ability to work under pressure and willingness to work long hours.
- DUTIES** : The successful candidate will be responsible for providing corporate support services to management and staff. The role entails the implementation of the Human Capital Management, Information Technology and Security Management Strategies. Provide strategic direction to Internal HR, Information Technology and Security Management directorates. Manage the provision of internal communication and events management services such as staff meetings and human resources events. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Put systems in place and modernise operations within the areas of jurisdiction. Manage facilities and ensure a safe and secure working environment. Ensure sound systems of labour relations to ensure labour peace and social justice. Manage organisational development matters. Enhance the quality of employee's work lives through the Employee Health and Wellness Programme. Enhance sound relations between management and organised labour. Deal with labour disputes and Implement strategies to prevent labour conflicts. Management of office accommodation, development of IT infrastructure and compliance with occupational health and safety. Monitor the implementation of minimum information security standards and vetting of employees and provide security technical support services. Develop policies and strategies in relation to Human Resources Management, Information Technology and Security Services. Represent the Office of the Premier at various intergovernmental forums internally and provincially. Develop the Annual Performance Plan and Budget of the Chief Directorate. Provide reports to Executive Management Team, Broad Management Team and any other governance structures from time to time. Lead special organisational projects. Management the budget and human resources of the Chief Directorate in an efficient and effective manner.
- ENQUIRES** : Ms Khanyisile Mafiri Tel 011 355 6060

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : must be forwarded to GPDRTRrecruitment@gauteng.gov.za or online on the GPG Professionaljobcentre. The Z83 is also compulsory for online applications. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.
- CLOSING DATE** : 15 July 2022
- NOTE** : Applicants should please note the following: A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into

SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>. 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 the Department. Following the interview and technical exercise, it is mandatory that the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an annual performance agreement within three (3) months upon commencement of duty. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from www.dpsa.gov.za, all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) of see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. 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.

MANAGEMENT ECHELON

- POST 23/338** : **CHIEF CONSTRUCTION PROJECT MANAGER REFS/014363 (3 POST)**
Branch: Roads Infrastructure
- SALARY** : R1 058 69 - R2 007 819 per annum. (All-inclusive salary package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable prescripts. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience must be attached).
- CENTRE REQUIREMENTS** : Johannesburg
: Applicants must be in possession of an appropriate National higher/advanced diploma NQF level 7 in the Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager. BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager. Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license. Knowledge: National Building Standards Act of 1977 and Regulations. Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Competencies: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes: People centered. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics. Good interpersonal relations. Ability to work in a stressful environment. Ability to meet strict deadlines and to manage multiple tasks while maintaining priorities.
- DUTIES** : Perform final review and approvals or audits on project designs according to design principles or theory Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the

execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr. Maanda Ndou, Tel no: (011) 355 – 7492

POST 23/339

: **DIRECTOR: HUMAN RESOURCES PLANNING AND ADMINISTRATION REFS/014362 (1 POST)**
Branch: Corporate Services

SALARY

: R1 057 326.per annum.(An all-inclusive remuneration package) he package includes a basic salary (70%of package), a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS

: Johannesburg
: Applicants must be in possession of a bachelor's degree/an undergraduate qualification at NQF Level 7 recognised by SAQA in Human Resources Management/Public Administration or related Human Resources field. At least Five (5) years' experience at middle/senior managerial level in Human Resources Planning and Administration. Excellent knowledge of the Public Management Framework; DPSA HR Planning Guideline and Toolkit; Change Management Strategic Framework; GPG and the Department's policies and procedures; Policy Development; Implementation, Monitoring, Evaluation and Service Delivery Improvement Practices. Proven skills in the following areas: Strategic leadership and business partnering; Problem solving and decision-making; Communication, Negotiation and conflict management; Analytical and advanced program/project/resource and financial management; Job Evaluation; Planning and Organising; Report writing and Presentation. Proven track record of leading change management initiatives and applying innovative thinking. Nyukela SMS Pre-entry certificate.

DUTIES

: Overall management of the Directorate: Human Resources Planning and Administration, (including overseeing the development and implementation of business plans outlining critical strategic/service delivery improvement interventions to be implemented in accordance with the relevant legislation, the department's strategic plan and service delivery needs, for all units in span of control. Plan, co-ordinate, develop, implement, monitor, evaluate, improve, control and market Human Resource Administration, Employment Well-being and Organisational Development, as well as Employment Equity and HR Management Information policies/strategies/programs/practices/services within the Department in accordance with the legislative determinations, service delivery priorities and customer need; and the effective marketing/communication of such. Enter into and manage a number of Service Level Agreements with Human Resources Service Providers, in accordance with procurement policies. Building of sound and sustainable relationships/partnership with all role-players/stakeholders towards

achievement of Departmental objectives. Oversee the collation of data on interventions, and reconfiguration of such for reporting purpose.
Mr. Maanda Ndou, Tel no: (011) 355 – 7492

ENQUIRIES

OTHER POSTS

POST 23/340

CONSTRUCTION PROJECT MANAGER REFS/014361 (17 POST)
Branch: Roads Infrastructure

SALARY

R728 829 – R1 106 814 per annum. (All-inclusive salary package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable prescripts. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience must be attached).

CENTRE

Johannesburg

REQUIREMENTS

Applicants must be in possession of an appropriate National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's licence. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Competencies: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes: People centered. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics. Good interpersonal relations. Ability to work in a stressful environment. Ability to meet strict deadlines and to manage multiple tasks while maintaining priorities.

DUTIES

Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRIES

Mr. Maanda Ndou, Tel no: (011) 355 – 7492

PROVINCIAL TREASURY

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



APPLICATIONS

Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Application should be submitted at Gauteng Provincial Treasury:Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to:

Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

CLOSING DATE
NOTE

: 11 July 2022 at 12H00
: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be 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. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications.

MANAGEMENT ECHELON

POST 23/341

: **CHIEF DIRECTOR: SCM CLIENT SUPPORT REF NO: GPT/2022/6/7**
Chief Directorate: Provincial Supply chain Management

SALARY

: R1 269 951 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE
REQUIREMENTS

: Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Supply Chain Management, BCom Accounting or Economics or Public Administration. 5 - 10 years' experience in Senior Management Level in the public sector, SCM development, implementation and management of large-scale public and or private sector capacity development projects. Broad knowledge and understanding the Regulations. Working knowledge Legal processes in South Africa. Knowledge of Basic Conditions of Employment Act.

DUTIES

: To ensure the implementation of the SCM framework, Transversal contracts and client support within Provincial Departments and Entities. Ensure compliance on SCM regulatory framework; Monitor, evaluate and report on procurement spend; Provide SCM client support and develop SCM capacity; Enhance compliance with infrastructure procurement framework.

ENQUIRIES

: Ms. B Mtshizana Tel no: 011 227 9000

POST 23/342

: **CHIEF DIRECTOR: CONTRACT MANAGEMENT AND STRATEGIC PROCUREMENT REF NO: GPT/2022/6/8**
Directorate: Provincial Supply Chain Management

- SALARY** : R1 269 951 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification Degree (NQF level 7) as recognised by SAQA BCOM general or BCOM Law or Public Administration or BCOM Supply Chain Management. 5 – 10 years of experience at the Senior Management level. 5 – 10 years of experience as a procurement or supply chain professional. Experience in a Senior Management position, accustomed to leading and managing contract management business unit. Experience and understanding of the South African marketplace. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement.
- DUTIES** : To provide procurement related services driven by a customer focus ethos at the right time, the right place and at a demonstrably improved and competitive cost utilizing benchmark processes. The role is further responsible for the management business continuity and the identification and prioritization of potential risks in the respective business unit. Responsible for running a business that procures R3.5 Billion worth of goods and services annually across a variety of commodity areas and a diverse customer base; Responsible for a procurement organisation staffed with approximately 300 procurement officials; Responsible for devising a procurement strategy that optimises the balance between achieving lowest cost purchases and sustainable SMME development; Responsible for managing the relationship between the SSC and the customer (i.e. Line Departments) on procurement matters; and Responsible for a large warehousing operation that maximises centralised stockholding and delivers approximately R1.4 Billion worth of goods to institutions through a shared supply chain.
- ENQUIRIES** : Ms. B Mtshizana Tel no: 011 227 9000
- POST 23/343** : **DIRECTOR: ACCOUNTING AND REPORTING REF NO: GPT/2022/6/9**
Directorate: Financial Governance
- SALARY** : R1 073 187 per annum (all- inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA ajoring in Accounting or Financial Management. 5 years relevant experience in MMS/SMS level in Accounting or Financial Management field. An in-depth knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, the Treasury Regulations, Division of Revenue Act (DORA) and other Public Sector related regulatory framework. Thorough knowledge of accounting methodologies, concepts, principles and standards applicable in the public sector, General Recognised Accounting Practice (GRAP), Modified Cash Standards (MCS). Strong computer literacy, sound interpersonal relationship skills, effective communication skills (both written and verbal), Analytical, problem solving and decision-making skills.
- DUTIES** : Prepare an submit GPG Consolidated Annual Financial Statement (CAFS) to Auditor General South Africa (AGSA) for audit; submit the CAFS to the MEC for tabling at Legislature; Reduction in material amendments to the AFS of departments and entities: Support all GPG departments and entities to improve audit outcomes: Manage the implementation ad hoc project as and when required: Communicate with departments and entities in relation to the financial reporting; Management of the Accounting and Reporting directorate.
- ENQUIRIES** : Ms. B. Mtshizana Tel no: 011 227 9000
- POST 23/344** : **DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: GPT/2022/6/10**
Chief Directorate: Municipal Finance Management
- SALARY** : R1 073 187 per annum (All-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable roles.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A Degree (NQF level 7) as recognised by SAQA in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting.5 years' experience in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 5 years of experience at middle/senior managerial level. At least 5 years working experience in local government on Asset Management or Provincial Treasury' MFMA Asset Management Unit. Knowledge of Public Service Act and

- Regulations, Municipal Finance Management Act and Regulations, Municipal Systems Act and Municipal Structure Act., Disaster Management Act. Communication skills, planning and organising skills, Conflict management and resolution, Negotiation skill, Analytical skills and Problem-solving skills.
- DUTIES** : Manage and provide strategic leadership to the directorate. Provide strategic direction on the monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required. Manage and promote the alignment of asset management strategies to the annual budget, the IDP of the municipality and provincial strategies, manage the monitoring and reporting of expenditure (capital and repairs & maintenance) against the budgets of municipalities, manage the oversight process of monitoring the development of asset management strategies or master plans by municipalities and provide technical advice on asset management related issues. Provide strategic leadership over the monitoring, evaluation and reporting on compliance by municipalities with asset management practices against the legislated prescripts, strategically enhance the monitoring of compliance with the Municipal Finance Management Act, its corresponding MFMA Regulations and National treasury with regards to assets management. Provide relevant strategic support to municipalities pertaining to municipal asset management and related processes. Manage effective and strategic intergovernmental relations (internally and externally), coordinate and provide required inputs to departmental, branch or chief directorate reports or processes.
- ENQUIRIES** : Ms. B. Mtshizana Tel no: 011 227 9000
- POST 23/345** : **DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2022/6/11**
Directorate: Gauteng Audit Services
Re-advertisement. Candidates who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Auditing/ Accounting, and Certified Internal Auditor (CIA) would be an added advantage. Minimum of 7 years' experience in Internal Quality Assurance within the internal audit environment with 5 years MMS/SMS experience. Knowledge of PFMA, and other relevant legislation. Knowledge of developments and standards within the Internal Audit field. Knowledge of GAAP/ GRAP and IAS.
- DUTIES** : To manage the Internal Audit quality assurance and related services. Plan and implement an internal quality assurance programme. Compile and negotiate Service Level Agreements (SLA's) with departments. Compile and update the internal audit standards, operations and administrative manuals. Liaison with Manager and audit staff. Monthly reporting concerning expenditure. Preparing and monitoring cluster budgets. Ensuring that staff receive adequate training and that technical expertise are maintained. Appraisal of cluster staff in line with the current approved staff appraisal system. Co-ordinate the compilation a strategic plan for internal audit over a five-year period and updating the plan on an annual basis. Issue monthly progress to clients. Be responsible for the Human Resource Management and financial resources of the cluster as delegated to the Client Manager (leave, bursaries, recruitment, etc). Identify recruitment requirements for the cluster as per the approved staff structure and participate in the interview and selection of new staff. Responsible for quality assurance of all audit work performed in the cluster. Manage the internal audit content on the departmental intranet. Manage and monitor the internal audit infrastructure. Perform the research and development function within audit field.
- ENQUIRIES** : Ms. B Mtshizana Tel no: 011 227 9000
- POST 23/346** : **DIRECTOR: STRATEGIC SOURCING REF NO: GPT/2022/6/12**
Directorate: Provincial Supply Chain Management
Re-advertisement. Candidates who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg

- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Supply Chain Management or BCom or Public Administration. A relevant postgraduate qualification will be an advantage. 5 years of experience at Middle/Senior management level. 5 years or more years' experience in the Supply Chain Management Strategic Sourcing field.
- DUTIES** : To provide strategic procurement related services to client departments and entities. Assist in the development of sourcing strategies that will assist GPG to strategically procure commodities. Manage and oversee the implementation of strategic sourcing in departments and monitor cost reduction. Identify targeted spend areas; create sourcing teams that will analyze commodities leverage such commodities in order to achieve government socio-economic strategies and objectives. Analysis of spending patterns to assist optimize budget and planning process and enable sourcing practitioners to make better informed decisions. Manage and report on Service Level Agreements with client departments and entities.
- ENQUIRIES** : Ms. B Mtshizana Tel no: 011 227 9000
- POST 23/347** : **DIRECTOR: LOCAL GOVERNMENT FISCAL POLICY AND RESEARCH SPECIALIST REF NO: GPT/2022/6/13**
Directorate: Municipal Finance Management
Re-advertisement. Candidates who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Finance/ Local Government/ Law/ Public Policy/ Local Government Finance. 5 years' experience at MMS/SMS level. 5 - 10 years' experience in Local Government or related field. Previous experience in managing research processes, the publication and the presentation of Local Government Finance publications at Intergovernmental For a will be a requirement.
- DUTIES** : Research and policy guidance, development around local government tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments, as it relates to local government. Management of the stakeholder engagement process in the development of sector policies and strategies, which must include the necessary and relevant consultation across all levels. Management, drafting and publication of research reports on issues relating to the local government financial governance and finance. Management of the liaisons with all internal, external policy and research stakeholders. Guidance, evaluation and monitoring of the drafting of policy amendments and policy, enhancements pertaining to local government. Management of the preparation of opinion and interpretation of policies. Determine and analyse key economic variables, their interrelations and relevance for the budget through inter alia: Perform periodic analysis, maintenance and update of provincial local government socio-economic indicators in the database. Conduct, coordinate and publish relevant local government publication and research. Provide technical and strategic support in local government socio-economic research, analysis and development. Strategic, Operational and Institutionalise co-ordination, support and guidance to the MFG Branch on its MFMA related functions, oversight and intervention role.
- ENQUIRIES** : Ms. B Mtshizana Tel no: 011 227 9000
- POST 23/348** : **DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: GPT/2022/6/14**
Directorate: Sustainable Fiscal Resource Management
Re-advertisement. Candidates who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
An undergraduate qualification (NQF level 7) as recognised by SAQA in Built Environment or Finance or Legal or Public Management or Public Administration. 5 years' experience at Middle/Senior Management level. 5

years' experience in the appraisal, affordability assessments, value for money assessments and financial modelling of PPPs or large infrastructure projects. Knowledge of legislative and other requirements pertaining to public financial management: Municipal Financial Management Act, Treasury Regulations and Instructions, Preferential Procurement Policy Framework Act & Regulations and Public Private Partnership Frameworks & guidelines.

DUTIES

: Promote the use of alternative service delivery funding options for infrastructure Projects of Provincial Departments, Provincial Public. Entities and Municipalities. Provide and guide technical assistance, advise and support on PPP projects including affordability assessments, value for money assessments and financial modelling. Lead and provide PPP training and capacity building to the Provincial and Local Government Spheres of Government. Assist with the appraisal of PPP projects from an infrastructure perspective. People management.

ENQUIRIES

: Ms. B Mtshizana Tel no: 011 227 9000