

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 26/212</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 059/2022</u> Directorate: Neurosurgery
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, plus benefits Grade 2: R1 264 623 per annum, plus benefits Grade 3: R1 467 651 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital MBCbB (or equivalent qualification), successful completion of the FCS (Neurosurgery) final exam from the CMSA (or equivalent qualification). Current registration with the Health Professions Council of South Africa as a Specialist Neurosurgeon.
<u>DUTIES</u>	:	Performing complex Neurosurgical procedures and simultaneously training junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, general wards, and out-patient clinics while conducting teaching simultaneously. Appropriate decision making with regard to patient management and care. Participate in developing patient management protocols and input on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Participate in and conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Participate in the academic program for the department. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical procedures expected of a specialist and attend to administration duties as necessary. A special interest in pediatric neurosurgery, neurointensive care or neurovascular surgery would be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof L. Padayachy Tel No: 012 354 1029 Applications must be submitted 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.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	29 July 2022
<u>POST 26/213</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS/014500</u> Directorate: Ophthalmology
<u>SALARY</u>	:	R833 523 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Johannesburg Academic Hospital 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. The following will be an added advantage: Preference will be given to candidates with at least six months- one-year surgical experience as a medical officer in Ophthalmology department.
<u>DUTIES</u>	:	Provide effective patient care. Teaching of medical officer and undergraduate students. Participate in departmental academic activities. Administrative duties such as capturing data on RedCap. Commuted overtime is compulsory.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Aubrey Makgotloe email-address: Aubrey.Makgotloe@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.
<u>NOTE</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.

- CLOSING DATE** : 29 July 2022
- POST 26/214** : **ASSISTANT MANAGER NURSING PN-B4: SPECIALTY ONCOLOGY REF NO: 062/2022 SBAH**
Directorate: Nursing
- SALARY** : R624 216 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management. A minimum of 10 years appropriate / recognizable experience after obtaining the 1 year post basic qualification in Oncology Nursing Science and/or Psychiatry Nursing Science. At least 3 years of the period referred to above must be appropriate /recognizable experience at management level/ Operational Manager at a Public Institution. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver's license. Service certificates. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, financial and service resources. Coordination of the provision of effective support training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinated.
- ENQUIRIES** : Ms. AM Mowayo Tel No: 012 354 1300/1976
APPLICATIONS : Applications must be submitted 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.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 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 to HR on before the day of the interview date. 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** : 29 July 2022
- POST 26/215** : **ASSISTANT MANAGER NURSING: SPECIALTY: OPHTHALMOLOGY / GENERAL PN-B4/ PN-A7 REF NO: SBAH 061/2022**
Directorate: Nursing
- SALARY** : PN-B4: R624 216 per annum, plus benefits
PN-A7: R571 242 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma in Nursing Management. PN-B4: A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in Ophthalmology Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level/Operational Manager at a public institution. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver's license. Service certificates compulsory. Strong leadership, good communication and sound interpersonal skills are necessary. PN-A7: A minimum of 8 year appropriate / recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred

to above must be recognizable experience at management level/ Operational Manager. South African Nursing Council annual practicing certificate. Service certificates. Valid driver's license and be computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, financial and service resources. Coordination of the provision of effective support training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinated.

ENQUIRIES

: Ms. AM Mowayo Tel No: 012 354 1300/1976

APPLICATIONS

: Applications must be submitted 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.

NOTE

: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 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 to HR on before the day of the interview date. 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

: 29 July 2022

POST 26/216

: **HEAD OF DEPARTMENT IN COMMUNITY NURSING SCIENCES PND3 REF NO: REFS/014495 (X1 POST)**

Directorate: Gauteng College of Nursing (GCON)

SALARY

: R588 390 - R682 098 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Campus

REQUIREMENTS

: A Grade 12/National Senior Certificate or equivalent qualification. A Basic qualification accredited with SANC in terms of Government Notice R425 (Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. Degree in any Nursing field. Degree/Diploma in Nursing Education registered with the SANC. Degree/Diploma in Nursing Administration registered with the SANC. Master's Degree in Nursing. Diploma in Community Nursing Science. Diploma in Primary Health care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education. Knowledge: Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Good communication skills, leadership skills, supervisory skills, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver's license.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, support, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise and moderate the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Initiate and/or participate in nursing research. Collaborate with other stakeholders and build a sound relationship within the Department. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own field of practice. Serve as a chairperson/member on applicable academic/ management committees. Prepare and deliver reports as required. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Community Nursing Science Department. Collaborate with stakeholders and building of strong relationships with other departments.

ENQUIRIES

: Dr QK Masimula Tel No: 011 983 3002

APPLICATIONS

: Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris

Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013 or submitted online on <http://professionaljobcentre.gpg.gov.za>. Hand delivery must be submitted at Chris Hani Baragwanath Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.

NOTE

: Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. 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.

CLOSING DATE

: 29 July 2022, 12H00

POST 26/217

: **ASSISTANT MANAGER AREA: CLINICAL EDUCATION TRAINING UNIT (CETU) AND PATIENT CARE OFFICE PN-A7 REF NO: SBAH 060/2022**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS

: R571 242 per annum, plus benefits
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Nursing Education and Nursing Management qualifications with South African Nursing Council, At least 3 years of the period referred to above must be appropriate recognizable experience at management level (Operational Manager `s level) at a public institution. Experience in formal teaching environment will be an added advantage. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver`s license. Service certificates compulsory. Strong leadership, good communication sound interpersonal skills are necessary.

DUTIES

: To manage the education and training of nurses from the college and the hospital and overall management of the CETU and patient care office. Collaborate with the nursing training institutions. Placement of students processes in the institution. Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the research processes and analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Maintain Professional growth /ethical standards and development of self and subordinates.

ENQUIRIES APPLICATIONS

: Ms. AM Mowayo Tel No: 012 354 1300/1976
: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Applications must be submitted 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.

NOTE : 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 to HR on before the day of the interview date. 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 : 29 July 2022

POST 26/218 : **OPERATIONAL MANAGER NURSING PN-B3: SPECIALTY: PAEDIATRICS REF NO: 063/2022 SBAH**
Directorate: Nursing

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

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

ENQUIRIES : Ms. AM Mowayo Tel No: 012 354 1300/1976
APPLICATIONS : Applications must be submitted 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.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 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 to HR on before the day of the interview date. 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 : 29 July 2022

POST 26/219 : **OPERATIONAL MANAGER NURSING PN-B3: SPECIALTY: ORTHOPAEDIC NURSING REF NO: 064/2022 SBAH**
Directorate: Nursing
(Re-Advertisement)

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

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, financial and service resources. Coordination of the provision of effective

support training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinated.

ENQUIRIES
APPLICATIONS

: Ms. AM Mowayo Tel No: 012 354 1300/1976
: Applications must be submitted 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.

NOTE

: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 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 to HR on before the day of the interview date. 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. Applications: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae.

CLOSING DATE

: 29 July 2022

POST 26/220

: **LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/014497 (X1 POST)**
Directorate: Gauteng College of Nursing (GCON)

SALARY

: PND1: R388 974 - R450 939 per annum, (plus benefits)
PND2: R478 404 - R624 216 per annum, (plus benefits)

CENTRE
REQUIREMENTS

: Chris Hani Baragwanath Campus
: Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing field. Degree/Diploma in Nursing Education registered with the SANC. Degree/Diploma in Nursing Administration registered with the SANC. Master's Degree will be an advantage. Diploma in Community Nursing, Primary Health Care and Psychiatric will be advantageous. Current SANC registration receipt. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse for PND1. Minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate/recognizable experience in nursing education for PND2. Minimum of two years' experience as Community Health Nurse or Psychiatric Nurse. Knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice and all relevant regulations. Must be computer literate. Must be in possession of the assessor and moderator 's certificate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Community Nursing Science academic programs; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES
APPLICATIONS

: Ms. T.I Sithole Tel No: 011 983 3010
: Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013 or submitted online on <http://professionaljobcentre.gpg.gov.za> or Hand delivery must be submitted at Chris Hani Baragwanath Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.

NOTE

: All applications must be submitted on a fully completed recent Z83 (81/971431) and with attached detail Curriculum Vitae only. The recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Applicant will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the

job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. 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.

CLOSING DATE : 29 July 2022 12H00

POST 26/221 : **SPEECH THERAPIST PRODUCTION LEVEL REF NO: REFS/014501**
Directorate: Audiology

SALARY : Grade 1: R322 746 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Experience in Vestibular assessment and Rehabilitation, Electrophysiology assessment Aural Rehabilitation.

DUTIES : To provide effective audiology service to in and out patients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.

ENQUIRIES : Ms. T. Radebe Tel No: 011 488 4228/4296
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

: 29 July 2022

POST 26/222

RECEPTIONIST REF NO: CHBC/ADMIN/JULY/2022 (X1 POST)

SALARY

: R176 310 - R207 681 per annum (Level 05), (plus benefits)

CENTRE

: Chris Hani Baragwanath Campus

REQUIREMENTS

: Senior Certificate /Grade 12 or equivalent qualification. Two years' experience in Reception or Call Centre or equivalent work experience. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer Certificate and ability to apply computer skills. Typing skills. Problem solving. Ability to work in a team and under pressure. Comply with Batho Pele Principles.

DUTIES

: The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the Campus and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report faulty Private Automatic Branch Exchange (PABX) system and intercom system to the supervisor. Administration of all reported faults. Effective working relationship with all stake holders (Managers, Staff, Students and Community). Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to line management.

ENQUIRIES

: Ms. A Miller Tel No: (011) 983 3158

APPLICATIONS

: Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013. Hand delivery must be submitted at Chris Hani Baragwanath Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.

NOTE

: Applicants must submit a fully completed most recent Z83 (81/971431) and a detail Curriculum Vitae (CV) only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Applicant will be contacted to submit certified copies of your I.D, qualifications, copy of service record signed by Human Resource Department after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. 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.

CLOSING DATE

: 29 July 2022, 12H00

POST 26/223

SECRETARY REF NO: 065/2022 SBAH

Directorate: Paediatrics

SALARY

: R176 310 per annum, plus benefits

CENTRE

: Steve Biko Academic Hospital

REQUIREMENTS

: Diploma in Public Administration and at least 3 years working experience as a Secretary and Data Capture.

DUTIES

: Able to work with privileged information and patient data. Through knowledge and at least 3 years' experience of Tinet, LabTrack, RedCap and HAST program. Data cleaning and troubleshooting are essential skills required. Collection of mortality and

mobility statistics and general departmental patient related statistics on a daily basis. A proficiency test will be conducted for the shortlisted candidates.

ENQUIRIES : Ms. TJ Mudau Tel No: 012 354 1503
APPLICATIONS :

Applications must be submitted 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.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 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 to HR on before the day of the interview date. 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 : 29 July 2022

POST 26/224 : **ELECTRO CARDIOGRAM ASSISTANT REF NO: 066/2022 SBAH**
Directorate: Nursing

SALARY : R147 459 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Qualifications as a health care professional. 1 years' experience in a hospital environment. Ability to communicate in three (3) official languages particular English. Good interpersonal relation, communication and problem-solving skills. Good interpersonal relation, communication and problem-solving skills. Good interpersonal relation, communication and problem-solving skills. Good reading and writing skills. Must be able to cope with physical demands of the position. Be able to work under pressure in a team and independently.

DUTIES : Taking of ECG wards and clinic, filling [of ECG reports. Maintenance of ECG machine and see to proper working electrodes. Reports on broken/missing items and send for repair or service. Asset management. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by Supervisor.

ENQUIRIES : Ms. TJ Mudau Tel No: 012 354 1503
APPLICATIONS : Applications must be submitted 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.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 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 to HR on before the day of the interview date. 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 : 29 July 2022

POST 26/225 : **FOOD SERVICE AID REF NO: CHBC/SUPPORT/JULY/2022 (X1 POST)**

SALARY : R104 073 – R122 592 per annum (Level 02), (plus benefits)
CENTRE : Chris Hani Baragwanath Campus
REQUIREMENTS : Minimum of Grade 10 to 12. Certification in any food or Kitchen industry will be added advantage. One years' experience in food service aid. Basic knowledge of food preparation and Hygiene. Ability to work effectively in a team. Ability to work under pressure. Good communication in English language. Good interpersonally Skills, Honest and Reliable Extensive knowledge and understand of Batho Pele Principles.

DUTIES : Food preparation, distribution and serving. Cleaning of Kitchen equipment after use wash and keep stock of kitchen utensils. Maintain hygiene and safety measures in the food Service unit. Spring clean the kitchen and tea rooms' area. Responsible for ordering of supplies, receiving, storage, stock control and stock taking. Knowledge of cleaning materials and catering arrangements. Reporting waste and losses. Do all work related allocated by the supervisor.

ENQUIRIES : Ms. S.C Raphadu Tel No: 011 983 3061
APPLICATIONS : Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013. Hand delivery must be submitted at Chris Hani Baragwanath

Campus (known as Nursing College at the main entrance) from Monday to Thursday at 7:30am to 15:50 and on Friday from 7:30 to 12:50.

NOTE

: Applicants must submit a fully completed most recent Z83 (81/971431) and a detail Curriculum Vitae only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Applicant will be contacted to submit certified copies of your I.D, qualifications, copy of service record signed by Human Resource Department after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. 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.

CLOSING DATE

: 29 July 2022 12H00

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, (www.gautengonline.gov.za)

CLOSING DATE

29 July 2022

NOTE

: The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) ONLY and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

OTHER POST

POST 26/226

: **ASSISTANT DIRECTOR: STRATEGY AND MEDIA LIAISON REF NO: 014489**
Directorate: Strategy and Media Liaison

SALARY CENTRE

: R382 245 – R450 255 per annum, (plus benefits)
: Johannesburg

- REQUIREMENTS** : An NQF level 7 qualification in Media Studies / Public Relations / Communications / Journalism or appropriate degree or equivalent qualification. Minimum of three years' experience as a Communication Officer in news, media, public relations, communications, marketing, government communication. Computer literacy, Driver's license. Knowledge of and understanding of the media industry, its structures, individuals and how the media works, an understanding of Budgeting and commitment to government objectives, policies, and programmes. Strong writing skills and verbal communication skills. Analytical and communication research skills. Leadership abilities and strong people skills.
- DUTIES** : Assist the Deputy Director with the development and implementation of communication strategies Advise on communication implications and implications arising from key policies and programmes. Strengthening of GPG communication system through facilitating GPG communication forum, communication clusters and other mechanisms to improve coordination, integration, and delivery on GPG communication priorities. Development and implementation of digital media strategies. Online management of digital media platforms. Facilitate GPG communication induction and capacity building programmes. Assist and advise on departmental communication strategies. Development and Implementation of media strategies plans and media relations programme. Ongoing development of communication of communication programme and events diary. Development and implementation of communication campaigns and projects. Research and information gathering for communication purposes Write and edit articles, media and news releases, speeches, opinion pieces and copy for the media and GPG publications. Assist with human resource management, procurement, financial management, reporting and implementation of other internal policies. Assist with any other communication projects that may be undertaken by the directorate from time to time. Assist in managing the directorate.
- ENQUIRIES** : Ms Phindi Maserumule Tel No: (011) 355 6110

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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** : 01 August 2022 at 12H00
- NOTE** : Applications must be submitted on a duly 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 when shortlisted. 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 26/227** : **DIRECTOR: ACCOUNTING SUPPORT REF NO: GPT/2022/7/6**
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 REQUIREMENTS** : Johannesburg
An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting or Financial Management or BTech with Financial Accounting as a major subject or any degree with Financial Accounting as a major subject. A minimum of 5 – 7 years' experience in the financial management environment of which 5 years is in MMS/SMS level. Knowledge of Accounting principles, relevant policies in a legislative environment. Broad knowledge understanding of PFMA, Treasury regulation, GAAP / IFRS and GRAP. Knowledge and experience of project management, problem solving and strategic leadership. Intermediate to expert skills in computer MS Office/Excel. A post graduate qualification and knowledge of GPG will be added advantage. Competencies: Proven leadership abilities. Effective leadership skills and high business acumen. Planning and organising, Quality Orientation, creative, innovative, performance and persuasive managerial competencies. Customer management, results/target driven quality management. High problem solving, analytical, excellent communication skills and computer literate. People management and empowerment. Client orientation and customer focus.
- DUTIES** : The incumbent will be responsible: for assisting departments and entities to comply with applicable accounting standards (Modified Cash and GRAP). Assist entities with alignment of their Accounting Policies to the most updated GRAP standards. Provide technical accounting advice to GPG departments and entities to ensure full and accurate reflection of all financial transactions of the departments. Preparation of the Unauthorised Expenditure will after SCOPA recommendations for presentation to legislature. Provide Accounting Support strategy driven by a customer focused ethos that provide technical accounting assistance through training. Ensure that financial management training sessions are held for areas of concern in identified departments. Assist departments and entities with the review of financial related standards operating procedures. Ensure continuous engagements with departments and entities and ensure credit and accurate interim and annual financial statements. To provide technical advisory support to client departments and entities on accounting and audit related matters. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Accounting Support sub-unit. Ensure that Accounting Support sub-unit objectives, standards and targets are communicated and understood. Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement.
- ENQUIRIES** : Ms. B. Mtshizana Tel No: 011 227 9000
- POST 26/228** : **DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2022/7/7**
Directorate: Gauteng Audit Services
- 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 Internal Audit/ Auditing/ Accounting. A professional qualification CIA/CA would be an added advantage. 7 years' experience in Internal Audit with 5 years of experience at Middle/Senior managerial level in Internal Audit.
- DUTIES** : Preparation of a strategic "business plan" for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk-based audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to

address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.
Ms B. Mtshizana Tel No: 011 227-9000

ENQUIRIES

POST 26/229

DIRECTOR: CORPORATE PERFORMANCE MONITORING & EVALUATION REF NO: GPT/2022/7/8

Directorate: Corporate Performance Monitoring & Reporting

SALARY

R1 073 187 per annum, (all-inclusive package) consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE

Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Business Management or Public Management or related qualification. 5 years of experience at Middle/Senior managerial level. 5 years of experience in Performance Management or Reporting or Planning or Business Administration.

DUTIES

Develop and implement the monitoring and evaluation framework and ensure ongoing compliance with appropriate policies, procedures, standards and controls within the department. Manage the reporting process and ensure submission of performance reports to stakeholders in line with timeframes and communication of performance to senior management. Develop and implement extensive measurement models to measure and predict business performance and results and provide performance statistics. Manage and coordinate evaluation of departmental performance, outcomes and impact and coordinate continuous improvement of performance. Management of Directorate and staff.

ENQUIRIES

Ms. B. Mtshizana Tel No: 011 227 9000

OTHER POSTS

POST 26/230

ASSISTANT DIRECTOR: FINANCIAL AUTOMATION MANAGEMENT SYSTEMS (INVOICING) REF NO: GPT/2022/7/9

Directorate: Financial Governance

SALARY

R382 245 per annum, (plus benefits)

CENTRE

Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Financial Management or Accounting. 3 – 5 years' experience in Accounts payable environment. 1-2 years' experience in Project Management environment. Previous Government working experience. Previous knowledge of BAS/SAP system. Computer literate, Financial analytical, Numerical skills. Knowledge of Supply Chain Cycle within GPG, Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Batho Pele Principles.

DUTIES

Manage the relationships with key stakeholders to ensure implementation of new reforms. Roll out the E-invoicing and P-card systems to all customer sites and provide continuous support. Review and implement business processes for Financial Automation Management Systems (FAMS) and other applications. Manage user support and problem resolutions on the support queries across FAMS applications. Oversee the implementation of ad hoc projects. Conduct presentations and training to GPG departments with regards to new enhancement on the systems.

ENQUIRIES

Ms. Refiloe Mokadi Tel no: 011 227 9000

POST 26/231

AUDITOR: PERFORMANCE AUDIT REF NO: GPT/2022/7/10

Directorate: Gauteng Audit Services

SALARY

R321 543 per annum, (plus benefits)

CENTRE

Johannesburg

REQUIREMENTS

A three-year tertiary qualification (NQF Level 6) as recognised by SAQA Diploma/ Degree in Internal Audit/ Auditing/ Accounting. 1-2 years' experience in Performance Auditing environment.

DUTIES

Perform the planning of the audit project. Conduct fieldwork of the audit project. Compile the draft findings for reporting. People and stuff Utilisation.

ENQUIRIES

Ms. K Chauke Tel No: 011 227 9000

POST 26/232 : **AUDITORS: RISK AND COMPLIANCE AUDIT SERVICES REF NO: GPT/2022/11**
Directorate: Gauteng Audit Services

SALARY : R321 543.per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification, (NQF level 6) as recognised by SAQA in Internal Auditing/ Auditing/Accounting. 2 years' experience in Internal Auditing. Knowledge of PFMA, Treasury Regulations and IA Standards. Strong communications skills (verbal and written), computer literacy, problem solving, analytic and research skills.

DUTIES : Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process highlighting Risk Identification and control assessment. Document system descriptions and prepare flowcharts. Perform walk through tests. Draft audit programmes. Execution of audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees).

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 26/233 : **SENIOR COMMUNICATION OFFICER: CORPORATE COMMUNICATIONS REF NO: GPT/2022/7/12**
Directorate: Corporate Services

SALARY : R321 543 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification, (NQF level 6) as recognised by SAQA in Corporate Communications or Public Relations or Marketing. Minimum of 1- 2 years' experience in Communication or Public Relations environment. A creative flair, attention to detail and strong verbal and written communication skills.

DUTIES : Coordinate and implement activities and key deliverables associated with internal communication including promotional events. Assist with management of internal communication platforms such as the intranet, newsletter, WhatsApp or SMS groups. Write articles and features for internal newsletter, intranet website. Coordinate and implement the distribution of information to populate the department's internal communication platforms. Provide general communication support, including assistance with writing, branding and events.

ENQUIRIES : Ms. K. Sikhosana Tel No: 011 227 9000

POST 26/234 : **SENIOR COMMUNICATION OFFICER: EVENT MANAGEMENT REF NO: GPT/2022/7/13**
Directorate: Corporate Services

SALARY : R321 543 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification, (NQF level 6) as recognised by SAQA in Public Relations or Events Management or equivalent qualification. Minimum of 1- 2 years' experience in Events Management or Public Relations will be and added advantage.

DUTIES : Research the market to identify opportunities to leverage departmental brand through events including conferences, workshops, promotions, exhibitions and networking sessions; liaise with internal clients to ascertain their precise event requirements; produce detailed proposals for events including timelines, venues, suppliers, staffing and budgets; coordinate venue management, caterers, stand designers, contactors and equipment hire; organise facilities for car parking, traffic control, security, first aid and hospitality; identify and secure speakers or special guest; plan room layouts and programme; assist with coordinating staff requirements and staff briefings; liaise with marketing and public relations team to market and promote events; facilitate post event evaluation (including data entry and analysis and produce reports for event stakeholders); Perform other communication related tasks as directed by the manager responsible for events management.

ENQUIRIES : Ms. K. Chauke Tel No: 011 227 9000