

**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.
- CLOSING DATE** : 26 August 2022
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /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 initialled 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, initialled, 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at 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/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. 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. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHELON

- POST 30/188** : **DIRECTOR: IT SERVICE MANAGEMENT REF NO: HO2022/08/01**
Chief directorate: Corporate Information Technology and Management
(5 Years Fixed Term Contract Performance Based)
- SALARY** : R1 073 187 per annum, (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science /Systems or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. ITIL Certification will be an added advantage. Experience in management of IT Service Level and Operational Level Agreements (SLA's and OLA's), IT Service Management environment, IT service desk, desktop support management, IT Governance, IT Security and IT Disaster Recovery. Ability to manage the service delivery of

ICT services and supervise IT service operations teams. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, PERSAL, SAP etc.), Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Good communication (verbal and writing) skills, good inter-personal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing, planning and organising skills. Valid South African driver's license is essential.

DUTIES

: Oversee the development, implementation of the Information Security Policy and Disaster Recovery Strategy to manage the IT security vulnerabilities, as well as aligning the backup and restore implementation for both the server infrastructure and end user tools of trade to ultimately preserve the proprietary information and intellectual property of the Department. Manage the desktop support and service desk provisioning throughout the Department, including all the districts. Manage the availability and functionality of service-desk and related management tools in the Department. Manage the Service Level Agreement (SLA) and contracts of suppliers of information management and Information Technology goods and services, including management of licensing for intangible assets. Oversee the management of the service delivery through the implementing agents, eGov/SITA. Manage and monitor the capacity and availability of all hardware resources, including printers and tools of trade through its entire lifecycle within GDE. Oversee the development of ICT policies, processes, procedures and monitor the implementation thereof to ensure compliance with relevant regulatory frameworks and standards. Manage the operational efficiency and improvement of IT Governance in the Department. Oversee the management of audit improvement implementation in the IT environment including management of IT Risk register to ensure that risks are mitigated for.

ENQUIRIES

: Ms Winny Radzilani Tel No: 011 843 6540

POST 30/189

: **DIRECTOR: IT SYSTEMS AND SUPPORT SERVICES REF NO: HO2022/08/02**
 Chief directorate: Corporate Information Technology and Management
 (5 Years Fixed Term Contract Performance Based)

SALARY CENTRE REQUIREMENTS

: R1 073 187 per annum, (an all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science Systems or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within an IT Systems Development Environment. Intense knowledge of database design and management; server infrastructure and network support. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Extensive experience with managing the System Development Life Cycle (SDLC), system design and integration of systems. Ability to manage the IT Development process. Project Management capabilities. Knowledge of the DevOps and cloud technologies. Knowledge of departmental systems (BAS, PERSAL, SAP, SASAMS etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, good verbal and written communication, Good inter-personal relations, analysis, conceptualizing, and problem solving, Change management, project and strategic Management, conflict management, policy analysis and development. Valid South African driver's license is essential.

DUTIES

: Oversee the provision of information technology systems development and infrastructure support services. Manage the business analysis process to determine the system requirements within the Department. Design solutions including databases for the systems. Input into the development of master

systems plans, architectural design of the solutions as well as the implementation of highly integrated information systems. Develop project specifications and plans for project delivery. Manage the delivery of systems development projects within budget and on time. Continuously evaluate the health of systems and infrastructure to implement maintenance and support. Manage the provision of ICT server infrastructure, including in-house virtualized environments and cloud solutions (Azure environment). Manage the functioning and maintenance of departments connectivity of Local Area Network (LAN), Wide Area Network (WAN). Manage the development and implementation of the Districts and Head Office Server storage systems. Manage the development of departments data warehousing, data mining and data solutions. Ensure periodic review and audits are performed across all key ICT operational infrastructures and systems. Monitor compliance to ICT Infrastructure maintenance policies and procedures to minimize risks to the internal control environment. Develop concept notes for innovation and paperless implementations in the department.

ENQUIRIES : Ms Winny Radzilani Tel No: 011 843 6540

DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za

CLOSING DATE 26 August 2022

NOTE Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed curriculum vitae. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

POST 30/190 : **DIRECTOR: PAYROLL SERVICES REF NO: REFS/014587**
Chief Directorate: Human Resources Services

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in finance field/ Accounting Management or Taxation qualification. 5 years' experience in middle management on the related field. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : To render an administrative support and advisory function to GPG SMS & MMS members, Premier and MEC's on salaries and conditions of service and benefits. Process all SMS & MMS reward & retain applications timeously and accurately. Process termination applications for SMS, MMS, and Provincial Executive Members. Personal visits to line Departments on request to give advice to Senior and Middle Managers. Advise SMS and MMS members on structuring of salary packages. Manage, guide and lead staff. Link Payroll administration policies to Departmental Finance Policies and Procedures.

ENQUIRIES : Ms. Duckett Mawila Tel No: (011) 689 4799

POST 30/191 : **DIRECTOR-OPERATIONS REF NO: REFS/014588**
Branch: ICT

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
Johannesburg
BCom. (Information Technology), BSC (Computer Science) or related NQF level 7 qualification in Information of Technology. Five years' experience in middle management position ideally in IT. Project Management experience. Experience in managing and developing employees, specifically technology specialists and management tiers. Understanding of IT Operations and IT Service Management will be an advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : To provide the overall day to day management of the Technology Support Services (ICT) IT Operations & Infrastructure processes and functions. Manage Operational budget, resource planning and service delivery. Management of Operational plan development and implementation. To manage customer and supplier relationships.

ENQUIRIES : Duckett Mawila Tel No: (011) 689 4799

DEPARTMENT OF HEALTH

ERRATUM: Steve Biko Academic Hospital: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 29 dated 05 August 2022, The Ref No have been amended as follows (1) Deputy Director: Human Resources Management Ref No: SBAH 078/2022 and (2) Assistant Director: Human Resource Management Refs No: SBAH 077/2022. The closing date has been extended to 02 September 2022

OTHER POSTS

POST 30/192 : **MEDICAL SPECIALIST REF NO: 076/2022**
Directorate: General Surgery

SALARY : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits
Grade 3: R1 489 665 per annum, plus benefits

CENTRE REQUIREMENTS : MBChB MMed (Surg) or FCS (SA) or equivalent. A valid registration with the HPCSA as an independent medical practitioner and specialist surgeon.

DUTIES : General Surgery case load management including surgical clinics, wards and theatre. The incumbent must have interest in breast and endocrine surgery, and Head and Neck surgery. This appointment is on a joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and post graduate students and trainees. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.

ENQUIRIES APPLICATIONS : Prof TV Mulaudzi Tel No: 012 354 2099
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 : 02 September 2022

POST 30/193 : **MEDICAL SPECIALIST REF NO: SBAH 077/2022**
 Directorate: Diagnostic Radiology

SALARY : Grade 1: R1 122 630 per annum, plus benefits
 Grade 2: R1 283 592 per annum, plus benefits
 Grade 3: R1 489 665 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Mmed (Rad) D or FC Rad (D) SA or equivalent.

DUTIES : Participate in training of pre and post graduates. Have experience in all aspects of General Radiology. Rotate through different Radiological modalities. Administrative duties and duties needed by HOD. Contribute to research activities in Radiology.

ENQUIRIES : Prof Z.I Lockhat Tel No: 012 354 2548

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 : 02 September 2022

POST 30/194 : **REGISTRAR (MEDICAL) REF NO: SBAH 078/2022**
 Directorate: Anaesthesiology

SALARY : R833 523 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : MBChB, registration with the HPCSA as an independent practitioner. DA (SA) and/or FCA I is recommended.

DUTIES : The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospital, participate in the department's academic programmes, research activities and clinical audit meetings. Successful candidates will be expected to rotate through all our training hospitals.

ENQUIRIES : Prof S Spijkerman Tel No: 012 354 1510

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 : 02 September 2022

POST 30/195 : **REGISTRAR (MEDICAL) REF NO: SBAH 079/2022**
 Directorate: Internal Medicine

SALARY : R833 523 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : MBCh/ MBBCh. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g ACLS, ATLS and Life support strongly recommended. Must have Primaries FCP Part I. After hour duties is a necessity.

DUTIES : Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: Patient care of all in-and-outpatients in the department as per rotation. Consultations from and to all departments of SBAH on Registrar level. Supervision of all rotating

pre-graduate students, Interns and junior colleagues in clinical practice. Rotation to sub-specialities and facilities accredited by the University of Pretoria.

ENQUIRIES APPLICATIONS : Ms L Mguni Tel No: 012 354 1211/2112
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 : 02 September 2022

POST 30/196 : **MEDICAL OFFICER REF NO: SBAH 080/2022**
Directorate: Internal Medicine

SALARY CENTRE REQUIREMENTS : R833 523 per annum, plus benefits
Steve Biko Academic Hospital
MBChB/MBBCh currently registered with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration and completion service training.

DUTIES : Attendance of relevant clinical meeting like Mortality meetings and completing of Medico-legal documents timeously (e.g death certificate). Reduce medical litigation by exercising good clinical ethics. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Supervising of undergraduate students, interns and community services doctors. To act as domain trainer for the Interns. Interview, investigate diagnose and oversee the treatment of patients. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES APPLICATIONS : Ms. H Els Tel No: 012 354 2112
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 : 02 September 2022

POST 30/197 : **OPERATIONAL MANAGER NURSING REF NO: TDHS/A/2022/54**
Directorate: Mental Health Program

SALARY CENTRE REQUIREMENTS : R571 242 – R642 933 per annum
Tshwane District Health Services
A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Other Skills / Requirements: Post basic nursing qualification or D4 with duration of at least 7 years. A minimum of 4 years' experience in psychiatric nursing management after registration as a Professional Nurse with SANC. Experience should be related to Management in Primary Health Care and or Mental Health Nursing with the following: Computer literacy, Ability to work independently and in a multidisciplinary context Analytic thinking, independent decision making and

<u>DUTIES</u>	:	<p>problem-solving skills. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Possession of a valid South African driver's license. Strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resource management skills.</p> <p>To facilitate and co-ordinate the implementation of National and Provincial Policies, Norms and Standards on District Mental Health Services (National Mental Health Policy Framework and Strategic Plan 2014 to 2030 and Mental Health Care Act 17 Of 2002) and actively participate in research. Perform any other duties as delegated by the Chief Director. Manage leave plans and monitor attendance registers for employees assigned to the mental health program. Create a suitable platform to ensure efficient performance management and development services for all staff members assigned to the MH Program. Actively participate in District plans to improve access and quality mental health care services in PHC facilities and MH NGO's. Support, monitor and assess Mental Health Services in the facilities/clinics and NGO's. Support deinstitutionalization and encourage follow-up, discharge from hospitals, down-referral, education and adherence to patients' rights charter. Supervise a team of MDT (Multidisciplinary Team) to ensure availability of mental health care services in Tshwane PHC and NGOs. Facilitate and monitor provision of In-service training to staff in Mental Health in PHC and NGO's and support research and surveillance on Mental Health and Substance Abuse in targeted population at risk. Monitor and ensure proper utilization of financial resources allocated to the mental health program. Ensure the promotion & marketing of Mental Health Services in the community through facilitation of inter-sectoral collaboration with relevant stakeholders involved in care, treatment, and rehabilitation of mental health care users with the aim of preventing the prevalence of mental illness and substance abuse in Tshwane District. Strengthen relations with other Departments, Authorities, Communities, NGO'S in the District.</p>
<u>ENQUIRIES</u>	:	Mr. J Lehau Tel No: 012 451 9295 / 0726076960
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	No faxed applications will be considered. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 30/198</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1- GRADE 3 REF NO: HRM/2022/24</u> Directorate: Allied
<u>SALARY</u>	:	Grade 1: R413 781 per annum Grade 2: R487 416 per annum Grade 3: R574 152 per annum
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma /Degree / B-Tech in Ultrasound Radiography Qualification. Registration with HPCSA as an independent Ultrasound Radiographer. A minimum of 5 years as a Sonographer/Ultrasound Radiographer. Experience in performing Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations required. Ability to perform Cardiac Sonar will be an added advantage. Ability to work independently as part of multi-disciplinary team. Be able to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment uses and trouble shooting. Sound report writing

		and administrative and computer literacy skills are essential. Good communication skills, interpersonal relations and problem-solving skills needed.
<u>DUTIES</u>	:	Preparing the patients for the ultrasound examinations at Mamelodi hospital. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machine to view and interpret images to diagnose medical conditions. Co-ordinate and organise daily workload and run the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. E.B. Mankge Tel No: 012 841 8305
	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	Ms NJT Mahlangu (HR Recruitment Section)
	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 30/199</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PN-B1: OCCUPATIONAL HEALTH AND SAFETY REF NO: SBAH 081/2022</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R388 974 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 post basic qualification with the duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in Occupational Health and Safety and a valid driver's licence Code B. Computer literacy will be an advantage. A minimum of 4 (four) years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Responsible for ensuring the Health and safety of all employees at the workplace. Ensuring that workers are not affected by blood borne pathogens, chemical substances, processes or diseases encountered in the workplace. Effective utilization of human, material and service resources. To remain active and productive within a professional / legal framework. Participation in training and research. Provision of support to all SBAH employees. Maintain professional growth / ethical standards and development of self and subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TJ Mafifi Tel No: 012 354 2112
	:	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>	:	02 September 2022

- POST 30/200** : **ASSISTANT DIRECTOR: PATIENT AFFAIRS REF NO: HRM/2022/25**
Directorate: Patient Administration
- SALARY** : R382 245 per annum (Level 09), per benefits
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate with a three year National Diploma/Degree in Public Management/Administration or relevant equivalent Administrative qualification, plus a minimum of 5 years' experience as a supervisor in Patient Affairs in a public Health environment or National Senior Certificate with 10 years. Supervisory experience in Patient Affairs in a Public Health environment. Extensive knowledge of Computer literacy. Knowledge of government systems and structure including regulations such as Treasury Regulations, Public Finance Management Act (PFMA) Ministerial Priorities, Record Management Policy Patient administration procedure manual Batho Pele principle, labour Act, DORA, PAIA but not limiting. Ability to handle conflict and work under pressure. Ability to work independently and in a team. Ability to communicate well with the stakeholders, plan, organise, make valid decision and problem solving. Sound verbal and written communication skills. Good customer skills. Be prepared to report to work on weekends and after hours as the need might arise. Willing to learn and transfer skills. Knowledge and application of the hospital core standards. Valid driver's licence will be added as an advantage.
- DUTIES** : Manage all Patient Administration Services. Ensure that all Humana Resources operates optimally and are administered in accordance with Policies and procedures. Management of Downtime in the unit and compliance as per department guidelines. Improve and enhance increased revenue collection. Ensure that all relevant regulations are implemented and adherence thereto. Training the staff continuously on patient administration and systems. Compiling of daily, weekly and monthly report. Records management of the patient's files and application of innovative disposal safekeeping of the records. Adhere to PAIA requests on legal records requests. Promote sound relations administer all sections under efficient and effective control of resource. Comply with the Performance Management and Development System (contracting.mid-year reviews and final assessment). Conduct meeting with the staff. Apply disciplinary Measures as and when requested. Maintain professional growth/ethical standards and self-development. Willing to perform any legal task assigned by immediate supervisor and CEO.
- ENQUIRIES** : Ms. KG Tsile Tel No: (012) 841 8307
APPLICATIONS : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms NJT Mahlangu (HR Recruitment Section)
NOTE : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 26 August 2022
- POST 30/201** : **DIAGNOSTICS RADIOGRAPHER GRADE 1 REF NO: SBAH 082/2022**
Directorate: Radiology
- SALARY** : R322 746 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Recognized National Diploma or degree in Diagnostic Radiography. Registration with HPCSA as an independent diagnostic radiographer. Must have completed community service as per requirements of the professional body. Computerized Literacy is essential as all X-RAY equipment/ units are digital. Excellent time management skills, written and verbal communication skills.

- DUTIES** : Report to the Head of the Radiography department and act on behalf the HOD when absent. Advisor to the Radiography HOD. Extensive experience in Diagnostic Radiography. Experience in management. Excellent interpersonal and communication skills. Ability to take initiative. Ability to work under pressure. Relevant budgetary duties. Extensive knowledge of Radiology equipment and compiling of specification for Radiology Equipment. Compiling of statistics for the Radiology department. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving. Manage and monitor performance and development of all staff. Compiling and managing the monthly duty roster. Managing the departments leave. Managing the departments overtime hours and forms. Management of the PMDS documents. Assist QC Radiographer were needed. Provision and management of 24-Hour Service Delivery. Partake and Facilitate staff and student development. Ordering of protective gear. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of Leadership Qualities, teamwork spirit and reliability.
- ENQUIRIES** : Mrs. D Sethole Tel No: 012 354 3910
- APPLICATIONS** : 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** : 02 September 2022
- POST 30/202** : **FINANCIAL CONTROLLER REF NO: TDHS/A/2022/55 (X1 POST)**
Directorate: Finance
- SALARY** : R261 372 – R307 890 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate National Diploma/Degree in Accounting/Finance with minimum of three (3) year`s relevant experience in Budget Management and Accounts Payable. Other Skills / Requirements: Knowledge and experience in BAS, SAP and SRM. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Must have planning and organizational skills. Good written and verbal communication skills are needed. Candidates must have a driver`s license.
- DUTIES** : The successful candidate will be responsible for Ensure payments due to Creditors are paid within 30 days as guided by PFMA. Attend to Suppliers queries. Attend to Web-cycles. Ensure Reconciliation of Supplier`s accounts. Ensure that expenditure is aligned to the budget allocated. Process transfer payments on quarterly basis. Capture receipts on BAS. Monitor Commitment Register. Issue Petty cash claim forms. Petty cash Replenishment. Reconciliation of Account. Confirmation of delivery on SRM. Ensure that variances between the transversal systems are corrected monthly. Compile and ensure that the Recon is submitted to the Head Office on a monthly basis. Compile and submit reports on Irregular, Fruitless and Wasteful expenditure. Ensure that Donations are declared. Compile and submit Accruals monthly. Prepare monthly and quarterly expenditure reports. Ensure proper processing of payments and verification of source documents. Ensure that all processed payments have supporting documents and filed for future reference. Ensure in preparing audit packs for internal and external audit purposes. Safekeeping of Basic Accounting records and face value documents. Responsible for

		performance assessments and development of staff. Perform any other finance related function as required by the manager.
<u>ENQUIRIES</u>	:	Ms. N. Jaca Tel No: 012 451 9095
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	No faxed applications will be considered. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	26 August 2022
<u>POST 30/203</u>	:	<u>LAUNDRY MANAGER (SHIFT WORKER) REF NO: REFS/014657</u> Directorate: Laundry Services
<u>SALARY</u>	:	R176 310 - R207 681 per annum, (plus benefits)
<u>CENTRE</u>	:	Masakhane Provincial Laundry and Cook Freeze Factory
<u>REQUIREMENTS</u>	:	National Senior Certificate with 3 - 5 years' experience in laundry as a Laundry Supervisor. Computer literate (Attach proof), Certificate in Laundry Management will be added advantage. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.
<u>DUTIES</u>	:	Writing and providing daily reports. Guide and Discipline staff. Asset control. Attending to Client challenges. Constant observation of section. Observe production when started and leaving factories. Control of machinery (switching off and locking up. Communicate with Clients according to Service Level Agreement. Report broken machines and follow-up. Control rotation of Supervisors. Contracting of staff and quarterly evaluation. Develop work schedules and allocation list (duty roster). Check compliance on hygiene and infection control in the provision of general work and related services in the factory. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of Laundry machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the Laundry. Work shifts including weekends and public holidays.
<u>ENQUIRIES</u>	:	Mr. AL Mokgetle Tel No: 012-564 6300
<u>APPLICATIONS</u>	:	Applications should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government http://professionaljobcentre.gpg.gov.za .
<u>NOTE</u>	:	The fully completed and signed new Z83 form should be accompanied by a recent updated CV only (only shortlisted candidates will be required to submit certified documents when invited for the interviews). Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.
<u>CLOSING DATE</u>	:	26 August 2022

POST 30/204 : **SECRETARY REF NO: SGL4/12/08/2022**
 Directorate: Administration

SALARY : R176 310 – R207 681 per annum, (plus benefits)
CENTRE : Gauteng College of Nursing (GCON): SG Lourens Campus
REQUIREMENTS : A Grade 12 with a minimum of 1-2 years' experience as a Secretary/PA. A National certificate in Office administration/Management, Public Management or Secretarial certificate/Project Management. Computer literacy or Certificate in Microsoft Office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/ Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks, work under pressure and meet the tight deadlines. Prepared to go an extra mile. Coordinate logistical arrangements for meetings when required. Valid Driver's Licence will be added as an advantage.

DUTIES : Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports. Overall management of the office administration function. Provide secretarial /PA support.

ENQUIRIES : Ms JE Malobola Tel No: (012) 319 5601
APPLICATIONS : Applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001.

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

CLOSING DATE : 29 August 2022

POST 30/205 : **CLEANER REF NO: SGL5/12/08/2022**
 Directorate: Support Staff

SALARY : R102 534 per annum, (plus benefits)
CENTRE : SG Lourens Campus
REQUIREMENTS : Minimum of Grade 10 / Abet level 4. 1 year or more experience as a cleaner or hygiene services. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate cleaning equipment and machinery. Must be willing to learn and use different cleaning equipment and detergents. Good command of English language. Ability to work under pressure. Sound interpersonal relations.

DUTIES : Cleaning offices, corridors, elevators and boardrooms. To provide a high standard of hygiene and cleanliness. Daily cleaning of the Campus facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways. Providing a high standard of hygiene and cleanliness. Cleaning offices, corridors, foyers, elevators, boardrooms, ablution facilities/toilets, classrooms, student residence, kitchens, restrooms, staircases, foyers, walls, windows, and doors.

Dusting and waxing office furniture. Sweeping, scrubbing, and waxing of floors. Vacuuming and shampooing carpets. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Refilling hand wash liquid soap. Replacing of toilet papers, hand towels and refreshers. Washing dishes.

- ENQUIRIES** : Ms JE Malobola Tel No (012) 319 5601
- APPLICATIONS** : Applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001
- NOTE** : Applications must be accompanied by a fully completed (all sections) New Z83 form and a detailed Curriculum Vitae (CV) only. Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, practical examination and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint.
- CLOSING DATE** : 29 August 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 02 September 2022
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 30/206** : **QUALITY ASSURANCE INSPECTOR REF NO: REFS/014596 (X2 POSTS)**
- SALARY** : R382 245 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 Certificate/Matric plus South African Recognised National Diploma/NQF Level 6 qualification in the built Environment and civil engineering; three (3) years' relevant experiences in construction/housing project quality assurance and related construction technical support, construction project management and time management, good communication skills (verbal and written approaches/formats), problem solving and interpersonal relationship skills. Knowledge of the national building regulations, NHBRC (National Home Building Regulation Council) home builders manual, methods of construction and knowledge in interpreting building documentation and material test results. Knowledge of Innovative Building Technologies & Energy Saving and Efficiency in the housing fraternity. Knowledge of public

- sector legislation and regulations and /or the housing code. Valid South African driver's licence required.
- DUTIES** : To conduct technical inspection on Housing Subsidy Projects and ensure that final value products delivered comply with the required quality standards as regulated by statutory and regulatory frameworks -National Building Regulations (NBR) and the national Home Builders Registration Council's (NHBRC) Home Building Manual. To monitor and report on the quality of workmanship material and structural integrity for compliance with Regulations. Conduct continuous development research on the current and latest construction and building material, products and building processes. Advise and guide Building Contractors and Regional Teams (Gauteng) on quality standards in line with the Departments' construction norms and standards.
- ENQUIRIES** : Ms O Seletela Tel No: 079 804 3939

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 August 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 30/207** : **ASSISTANT DIRECTOR: GENDER REF NO: 014506**
Directorate: Gender, Youth and Military Veteran
- SALARY** : R382 245 – R450 255 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate NQF level 7 in Social Sciences or equivalent qualification. Minimum 5 years' relevant experience, and au fait with gender issues. Public sector experience. Knowledge and understanding of public service policies and regulations. Strong writing skills, verbal communication skills and presentation skills. Analytical and research skills. Leadership abilities and conflict resolution skills.
- DUTIES** : Facilitate the Implementation of Policy Frameworks and PoA Research and analytic work. Events coordination. Stakeholder management. Advocacy campaigns and Partnerships. Capacity Building and Institutionalisation. Coordinate awareness, training, and capacity building processes. Conceptualise and convene social learning processes and manage knowledge

harvesting and sharing. Support proposal development processes. Provide reporting and operational support. Excellent organisational and coordination skills. Good interpersonal and teamwork skills and experience in supply chain and financial management processes.

ENQUIRIES

: Mr Tshepo Rasego Tel No: (011) 355 6730