

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: [www.professionaljobcentre.qpg.gov.za](http://www.professionaljobcentre.qpg.gov.za)
- CLOSING DATE** : 30 September 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**OTHER POSTS**

- POST 35/199** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND OD REF NO: REFS/014947**  
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive remuneration package)  
: Johannesburg  
: Matric Certificate plus a 3-year NQF 6 Qualification in Human Resource Management. 3-5 years' experience in Human Resource Management/Organisational Development / Human Resources Planning/Work Study. Knowledge of PERSAL. Extensive experience in HR Management with specific reference to HR Information and Establishment. Extensive experience in project management would be an added advantage.
- DUTIES** : Facilitate and coordinate the development, implementation and maintenance of HR plan and HR Implementation Reports. Ensure the maintenance of the organisational staff establishment. Alignment of post establishment and PERSAL. Manage and maintain HR information, Provide HR Information statistics and reports to line managers. Determining roles and relationships in the organisation and designing structures to facilitate effective organisational functioning. Provide full spectrum internal OD and change management consulting services. Co-ordinate organisational design and development. Manage the provisioning and allocation of posts. Handle complex and sensitive Organisation Development processes and queries. Give advice on/and facilitate transversal organisation development issues/ programmes. Manage the research and development of appropriate OD interventions. Establish communication and reporting channels with business units. To manage the interface and performance of internal support services, where they are key to the project deliverables. Performance Management of the team.
- ENQUIRES** : Ms. Duckett Mawila Tel No: 011 689 4799
- POST 35/200** : **ASSISTANT DIRECTOR: COMMITTEES REF NO: REFS/014948**  
Directorate: Office of the HOD
- SALARY CENTRE** : R382 245 per annum (Level 09), (plus benefits)  
: Johannesburg

- REQUIREMENTS** : Matric certificate plus NQF level 6 qualification in Business Administration, Secretarial or Office Administration with 2-3 years' experience in secretariat services, administration and executive support. Knowledge of administrative and clerical procedures and systems is essential.
- DUTIES** : Co-ordinate and facilitate all executive and management meetings. Provide secretariat and logistical support services to all executive and management meetings. Circulation of agenda and minute taking. Safekeeping of information, records management and developing of information management system to ensure safekeeping and efficient retrieval of minutes and associated documents. Resolve/ escalate queries from stakeholders. Accurate minute recording and ensure that minutes reflect discussions of meetings.
- ENQUIRES** : Mr. Themba Psungo Tel No: 011 689 6980

#### **DEPARTMENT OF HEALTH**

**ERRATUM: (For Heidelberg Hospital)** : Kindly note that the following post was advertised in Public Service Vacancy Circular 33 of 2022 dated 02 September 2022 For Middle Manager: Risk and Control , The Requirements have been amended as follows: A relevant bachelor's Degree/Diploma in Risk Management and Security Risk Management. At least (3) years relevant experience at supervisory level in Risk and Security Management. Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA). Treasury Regulations, Public Sector Risk Management framework. Public Service Anti-corruption strategy and departmental Anti-corruption measures. Principles of enterprise risk management Governance and accountability. Internal control and assurance. ERM concept. Framework and methodologies. King reports on corporate governance. Knowledge of Minimum Physical Security Standards (HPSS), Minimum Information Security Standards (MISS), Security breaches, Investigations, Security awareness program, Occupational Health and Safety Act (OHSA) and Fire Regulations, Good communication (Verbal and written), Interpersonal, computer (MS Office packages), report writing, knowledge of Performance Management System Development, conflict resolution Act, auditing, disaster and recovery plan, Departmental policies and procedures, Driver's license. The closing date has been extended to 30 September 2022

#### **OTHER POSTS**

- POST 35/201** : **HEAD OF CLINICAL UNIT (OBSTETRICS & GYNAECOLOGY) REF NO: REFS/TMH/2022/09/01 (X1 POST)**  
Directorate: Medical Services
- SALARY CENTRE REQUIREMENTS** : R1 754 739 – R1 862 412 per annum  
: Tambo Memorial Hospital  
: An appropriate qualifications that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist. Minimum of 3 years' experience after registration with HPCSA as a Medical Specialist. MBCHB and Specialist qualification in Obstetrics and Gynaecology with current registration with HPCSA. Be able to work commuted overtime. The candidate must possess the following skills; sound communication skills, strong leadership, decision making and interpersonal skills, conflict resolution and problem solving, Financial and Human Resource Management. Computer literacy and additional experience in Management or Supervision will be an added advantage.
- DUTIES** : Co-ordinate all clinical and administration services in the department. Maintain satisfactory clinical, professional and ethical standards related to these services. Ensure effective and efficient Specialist services to contribute to optimal Health Care. Supervision and effective utilization of Medical staff. Responsible for training and teaching of Medical Interns, Community Services, Students and Junior Doctors. Assist in the implementation of DoH policies and programs. Participate in academic activities in the Hospital and in the cluster.
- ENQUIRIES APPLICATIONS** : Dr L.P Buthlezi Tel No: (011) 898 8320  
: Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on

(www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 30 September 2022 at 12H00

**CLOSING DATE**

:

**POST 35/202**

:

**CLINICAL MANAGER REF NO: SMUCM/02/22**

Directorate: Office of the Chief Executive Officer

**SALARY**

:

R1 191 510 per annum

**CENTRE**

:

SMU Oral Health Centre

**REQUIREMENTS**

:

Appropriate qualification that allows registration with HPCSA as a Dentist. Minimum of 3 years appropriate experience as Dentist after registration with the HPCSA as a Dentist (independent practice). Managerial experience and or relevant master's such as an MBA/MPH or its equivalent would be an added advantage. Experience in a dental clinical training platform will be an added advantage.

**DUTIES**

:

The incumbent will assist the Chief Executive Officer in managing the clinical training platforms within and outside the SMU Oral Health Centre. Involvement in teaching and learning. Involvement in multi-disciplinary research. Use technology to effectively achieve workplace objectives for example maintain physical and electronic records. Plan and monitor the delivery of dental services at SMU Oral Health Centre as part of service quality assurance.

**ENQUIRIES**

:

Dr DF Kotsane Tel No: (012) 521 4800/1

**APPLICATIONS**

:

Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204.

**FOR ATTENTION**

:

Ms Pretty Rangoato

**NOTE**

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The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.

**CLOSING DATE**

:

30 September 2022

**POST 35/203**

:

**MEDICAL SPECIALIST: (OPHTHALMOLOGY) GRADE 1 REF NO: REFS/TMH/2022/09/02 (X1 POST)**

Directorate: Medical Services

**SALARY**

:

R1 122 630 – R1 191 510 per annum

**CENTRE**

:

Tambo Memorial Hospital

**REQUIREMENTS**

:

An appropriate qualification as a Medical Specialist in Ophthalmology, which allows registration with HPCSA. Proof of HPCSA registration for the current year (card or receipt). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Clinical skillset to manage high volume patient numbers, have clinical experience to help with clinic work, as determined by the needs of the department of Ophthalmology at Tambo Memorial Hospital.

**DUTIES**

:

Assistance in the provision of a quality cost effective and efficient 24-hours Ophthalmology services in keeping with Batho-Pele Principles. Assist with the

training and guidance of medical Interns, Medical officers, Optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction.

- ENQUIRIES APPLICATIONS** : Dr K.F Shezi. Tel no (011) 898 8320  
: Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on ([www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 September 2022 at 12H00
- POST 35/204** : **DENTAL SPECIALIST REF NO: SMUDS/01//22**  
Directorate: Oral Medicine and Periodontology
- SALARY CENTRE REQUIREMENTS** : R1 122 630 per annum  
: SMU Oral Health Centre  
: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Medicine and Periodontology. Registration with the HPCSA (Independent Practice) as a Dental Specialist in Oral Medicine and Periodontology. Appropriate clinical experience as a Specialist in Oral Medicine & Periodontology after registration with HPCSA. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
- DUTIES** : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
- ENQUIRIES APPLICATIONS** : Dr GU Mohangi Tel No: (012) 521 4834/5  
: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204.
- FOR ATTENTION NOTE** : Ms Pretty Rangoato  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
- CLOSING DATE** : 30 September 2022

**POST 35/205** : **MEDICAL SPECIALIST: GASTROENTEROLOGY REF NO: REFS/014869**  
 Directorate: Internal Medicine

**SALARY** : R1 122 630 per annum, (all-inclusive - package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. No experience required after registration with the HPCSA as a Medical Specialist in Internal Medicine. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service Medical Officer work experience in Internal Medicine. Patient first mentality, General management skills, Excellent communication skills, Good Professional judgement, integrity and professional dependability, Leadership experience, Conflict management, Cost-containment. Management training and experience, Technology and Computer skills, Problem-solving experience, Coaching and mentoring experience.

**DUTIES** : As a consultant, the candidate will be responsible for the clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty. OPD or Specialty Ward Consultations within a relevant Sub-specialty. Possess the skill and knowledge required to manage a wide variety of gastrointestinal and hepatopancreatobiliary disorders. Function in a multi-disciplinary team. Be in possession of the appropriate gastroenterology qualification. Provide supervision for junior and nursing staff. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of the clinical technology service as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Subspecialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrar, Registrars, Medical Officers, Medical Interns and Medical Students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.

**ENQUIRIE** : Prof A.Mahomed Tel No: (011) 488 4649/3564  
**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.

**NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

- CLOSING DATE** : 30 September 2022
- POST 35/206** : **MEDICAL SPECIALIST REF NO: REFS/014868**  
Directorate: Radiation Oncology
- SALARY** : R1 122 630 per annum, (all-inclusive - package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Radiation Oncology. Registration with the HPCSA as Medical Specialist in Radiation Oncology. No experience required after registration with the HPCSA as Medical Specialist in Radiation Oncology.
- DUTIES** : The successful candidate will be expected to render the full spectrum of radiation oncology services at the Departmental of Radiation Oncology. This includes attendance at multi-disciplinary meetings, clinical assessment and formulation of treatments plans for patients, planning and delivery of radiotherapy treatments, on treatment assessments and follow-ups. To assist with patient backlogs in treatment and to ensure efficient delivery of radiation therapy in a safe, evidence based, ethical way considering health economics. To assist the Head of Department with day-to-day management of the unit. Oversee the work of registrars to ensure adequate service delivery from them. To also assist with the teaching program in the department of radiation oncology, including attendance and participation in academic meetings, providing supervision and informal and formal teaching to registrars. Research is encouraged, and it is expected that the successful candidate will be involved in their own clinical research, as well as aiding and supervising registrars on their MMeds. Performance of after-hours radiation oncology clinical services including in the wards and the assessment and treatment of radiation oncology emergencies.
- ENQUIRIES** : Dr. D Ramiah Tel No: 011 481 2137
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, African Males and African Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

**CLOSING DATE**

: 30 September 2022

**POST 35/207**

: **MEDICAL SPECIALIST REF NO: REFS/014932**

Directorate: Diagnostic Radiology

**SALARY**

: R1 122 630 per annum, (all-inclusive package)

**CENTRE**

: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Diagnostic Radiology. Registration with the HPCSA as Medical Specialist in Diagnostic Radiology and proof of current registration. No experience required after registration with the HPCSA as a Medical Specialist in Diagnostic Radiology.

**DUTIES**

: Will include full time clinical service provision including after hours (weekend and public holidays). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate student and participation in the academic program. Reporting to HOU on service delivery, clinical audits and where necessary quality improvement plans. Participant in outreach programs and provide MMed supervision.

**ENQUIRIES**

: Dr K. Sneider Tel No: 011 488 3368

**APPLICATIONS**

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

**NOTE**

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE**

: 30 September 2022

<b><u>POST 35/208</u></b>	:	<b><u>ASSISTANT MANAGER – PHARMACEUTICAL SERVICES REF NO: WKH/19/09/2022</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R911 406 – R 1 057 725 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Weskoppies Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration as a Pharmacist (proof of payment of annual fees for 2022). A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Willing to register as responsible pharmacist and tutor. Knowledge of public sector pharmacy, Pharmacy Act 53 of 1974. Medicines and Related Substances Act 101 of 1965, Mental Health Care Act 17 of 2002 and applicable legislation pertaining to practice of pharmacy and provision of pharmaceutical services. Knowledge of Procurement procedures and the Central Chronic Medicines Dispensing and Distribution (CCMDD) program. Knowledge of the principles, functioning and operation of Pharmacy and Therapeutic Committee (PTC). Knowledge of human resource management, staff training and development and financial management. Ethical and professional conduct with good communication, leadership, decision-making, operational and supervisory skills. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organizational, managerial and interpersonal skills. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Knowledge and experience in RxSolution and Remote Demander's Module (RDM).
<b><u>DUTIES</u></b>	:	Supervise, oversee and manage the pharmaceutical services at the institution. Supervision and management of pharmacy personnel. Supervise and manage the provision, implementation and review of pharmaceutical service protocols, policies and procedures and ensure that they are in accordance with statutory regulations and guidelines. Support and monitor adherence to National Core Standards and Ideal Hospital Realization Framework in pharmaceutical Services for quality Assurance. Ensure compliance to standard operating procedures of Directorate: Pharmaceutical Services and implement hospital protocols. Ensure optimal availability of essential and non-essential medicines in compliance to national EDL guidelines and standard treatment guidelines. Effective and efficient operations management (including medicine supply management, infrastructure and equipment management). Execute control over expenditure of pharmaceutical and related products. Support pharmacovigilance activities and develop systems for adverse drug reaction reporting. Compliance to strategic planning objectives of the hospital and department of health. Support human resource development and training of pharmacists. Pharmacy support personnel and other health professionals. Work as part of a multi-pharmaceutical service to other health professionals. Work as part of a multi-disciplinary team and provide secretarial duties to the PTC. Provide a consultative pharmaceutical service to other health and patients. Submission of reports to hospital management and directorate: Pharmaceutical Services. Ensure quality pharmaceutical services in line with Batho Pele principles. Represent hospital at various pharmaceutical, provincial and professional forums.
<b><u>ENQUIRIES</u></b>	:	Prof N Khamker Tel No: (012) 319 9811
<b><u>APPLICATIONS</u></b>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the



application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 30 September 2022

**POST 35/209**

: **MEDICAL REGISTRAR REF NO: INTERNALMED1, OBS&GYNEA2, PAEDS3, GEN SURG 4, TRAUMSURG5, CARDIOSURG6, CARDIOLOGY7, UROLOGY8, ACC&EMERG9, ANAES10, OPHTHAL11, ORTHO12, ENT13, PSYCH14, PUBHEALTH15, RADIAONCO16, NUCLMED17, NEURLOGY18, NUROSURG19**

Directorate: Internal Medicine, Obstetrics and Gynaecology, Paediatrics, General Surgery Trauma Surgery, Cardiothoracic Surgery, Cardiology, Urology, Accident and Emergency Medicine, Ophthalmology, Orthopaedics, ENT, Psychiatry, Public Health, Radiation Oncology, Nuclear Medicine, Neurology, Anaesthesia, Neuro Surgery.

**SALARY CENTRE**

: R833 523 per annum, (all-inclusive package)  
 : Charlotte Maxeke Johannesburg Academic Hospital  
 Helen Joseph Hospital  
 Rahima Moosa Mother and Child Hospital  
 Sterkfontein Hospital  
 Leratong Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023). No experience required As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments, overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.

**ENQUIRIES**

: Dr. S. Ngobese Tel No: 011 488 4812 CMJAH  
 Ms. R.O Kubayi Tel No: 011 489-1089 HJH  
 Ms. B. Khutsoane Tel No: 011 951 8206 Sterkfontein Hospital  
 Ms. C. Kgophane Tel No: 011 411 3531 Leratong Hospital  
 Ms. K. Marshal Tel No: 011 470 9284 or Dr. T. kleyenstuber Tel No: 011 470 9151 Rahima Moosa Hospital

**APPLICATIONS**

: Applications must be submitted to Human Resource Departments at one of the following Hospitals:

**Charlotte Maxeke Johannesburg Academic Hospital:** application must be submitted on ( PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject

**Helen Joseph Hospital:** applications must be hand delivered at No. 1 Perth Road Auckland Park, Johannesburg 2001, Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

**Rahima Moosa Mother and Child Hospital:** applications must be hand delivered to admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville.

**Sterkfontein Hospital:** applications must be hand delivered to the application box at the entrance or submitted to Private Bag X2010, Krugersdorp, 1740.

**Leratong Hospital:** applications must be hand delivered to Human Resource Department Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.

- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 30 September 2022
- POST 35/210** : **MEDICAL OFFICER REF NO: INTERNALMED20, OBS&GYNEA21, PAEDS22, GEN SURG 23, TRAUMSURG24, CARDIOSURG25, CARDIOLOGY26, UROLOGY27, ACC&EMERG28, ANAES29, OPHTHAL30, ORTHO31, ENT32, PSYCH33, PUBHEALTH34, RADIAONCO35, NUCLMED36, NEURLOGY37, NUROSURG38**  
 Directorate: Internal Medicine, Obstetrics and Gynaecology, Paediatrics, General Surgery Trauma Surgery, Cardiothoracic Surgery, Cardiology, Urology, Accident and Emergency Medicine, Ophthalmology, Orthopaedics, ENT, Psychiatry, Public Health, Radiation Oncology, Nuclear Medicine, Neurology, Anaesthesia, Neuro Surgery.
- SALARY CENTRE** : R833 523 per annum, (all-inclusive package)  
 : Charlotte Maxeke Johannesburg Academic Hospital  
 Helen Joseph Hospital  
 Rahima Moosa Mother and Child Hospital  
 Sterkfontein Hospital  
 Leratong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner post Community Service. Proof of current registration with HPCSA (2022/2023).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case

presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.

**ENQUIRIES**

: Dr. S. Mabunda Tel No: 011 488 4812 CMJAH  
Ms. R.O Kubayi Tel No: 011 489-1089 HJH  
Ms. B. Khutsoane Tel No: 011 951 8206 Sterkfontein Hospital  
Ms. C. Kgophane Tel No: 011 411 3531 Leratong Hospital  
Ms. K. Marshal Tel No: 011 470 9284 or Dr. T. kleyenstuber Tel No: 011 470 9151 Rahima Moosa Hospital

**APPLICATIONS**

: Applications must be submitted to Human Resource Departments at one of the following Hospitals:

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**Leratong Hospital:** applications must be hand delivered to Human Resource Department Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.

**NOTE**

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 30 September 2022

**POST 35/211**

: **ASSISTANT MANAGER NURSING (PNA7) NIGHT REF NO: REFS/ 014949 (X2 POSTS)**  
Directorate: Nursing

**SALARY**

: R571 242 – R662 223 per annum, (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr. George Mukhari Academic Hospital
	:	Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC. At least three (3) years of the period referred to above must be appropriate experience as an operational manager. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Current proof of registration with SANC must be attached. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.
<b><u>DUTIES</u></b>	:	Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National core standards and develop quality improvement plan where gaps were identified and implement the QIP. Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management. Participate in training, research, and self-development. Manage resources effectively and efficiently. (Human and Material). Must have a Basic Computer Skills. Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. FF Mafisa Tel No: 012 529 3873
	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<b><u>NOTE</u></b>	:	to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/212</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY PNB3- CHILD NURSING SCIENCE/ PAEDIATRIC NURSING SCIENCE/CRITICAL CARE NURSING SCIENCE REF NO: REFS/ 014946 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R571 242 – R642 933 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Dr. George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant speciality (Child

Nursing Science or Paediatric Nursing Science with ICU experience or Critical care Nursing with Paediatric nursing experience. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Nursing Management will be an added advantage. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required. Ability to function as part of a team and display good professional image.

**ENQUIRIES** : Ms. FF Mafisa Tel No: 012 529 3873  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : To the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE** : 30 September 2022

**POST 35/213** : **OPERATIONAL MANAGER NURSING SPECIALTY AREA REF NO: WKH/20/09/2022**  
 Directorate: Nursing

**SALARY** : R571 242 per annum (PN-B3), plus benefits  
**CENTRE** : Weskoppies Hospital  
**EQUIREMENTS** : Grade 12 or equivalent NQF level. Basic qualification as a professional nurse according to R425 (i.e Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Post Basic qualification in Advanced

Psychiatric Nursing. Post Basic qualification in Nursing Education. Current registration with the SANC. A minimum of 09 years appropriate / recognizable nursing experience as Professional Nurse after registration with the SANC. At least 5 years of the above period must be in Psychiatric Nursing after obtaining the post basic qualification. A valid driver's license. Good interpersonal and communication skills and compassionate with team work. Must be computer literate (MS Excel, MS Word, MS PowerPoint).

**DUTIES** : Coordinate clinical orientation, teaching, learning and assessment. Mentoring and support of student nurses and other nursing staff. Facilitate the achievement of clinical learning outcomes. Plan and facilitate a professional development program for Weskoppies Hospital Nursing Department. Execute and participate in the in-service training programme (formal and informal). Assist in the development of nursing protocols and Standard Operating Procedures in nursing. Relieve in patient office according to the need. Maintain Professional growth / ethical standards and continuous development of self and subordinates.

**ENQUIRIES** : Ms. BP Schoonwinkel Tel No: (012) 319 9877  
**APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book.

**NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. No faxed or emailed application will be considered. Applications received after the closing date will not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE** : 30 September 2022

**POST 35/214** : **CLINICAL PROGRAMME COORDINATOR REF NO: PWH/QA01/2022**  
(Quality Assurance/Case Management  
Directorate: Nursing Department

**SALARY** : R450 939 (Min) – R507 531 (Max) per annum, (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Senior/Matric certificate. Basic qualification with SANC in terms of Government notice (R425 i.e Diploma /Degree in nursing with midwifery. Proof of registration with SANC. Current registration with SANC. 7 Years of recognizable experience in nursing after registration as a professional nurse. Appropriate experience as a case manager in liaison with Medical Aids, managed care organization with regard to MHC policies, protocols, optimal fund utilization and updated clinical information will be an added advantage. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnosis codes. Medical Aid Act 131 of 1998 Basic computer skills. Code B driver's license.

**DUTIES** : Overall provision of APP-aligned to total Quality Management services to the Hospital. Overall monitoring, investigation, evaluating, recording and reporting on complaints management. Effective clinical & non –clinical risk management

by monitoring, investigating, evaluating, recording and reporting on patients safety incidents. Improve effectiveness of system operations through monitoring and reporting on patients waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on patient experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts. Provide support to all departments on matters pertaining to norms and standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data system. Monitor development, implementation, monitoring and evaluation of Quality improvement plans. Become liaison between the district and all other essential stakeholders. Coordinate workflow process between clinical and admin personnel by leasing, guiding and supporting the fees department and relevant hospital staff with the identification of prescribed minimum benefits. Update clinical information of externally funder clients. Control the correctness the hospital bills, medical aids road accident funds and privately funded patients and the implementation of case management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients.

- ENQUIRIES** : Mr. MTK Zondi Tel No: 012 380 1205
- APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any public service department Website, which must be completed in full with, attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.
- CLOSING DATE** : 30 September 2022
- POST 35/215** : **OPERATIONAL MANAGER NURSING GENERAL PNA-5 REF NO: REFS/014954 (X4 POSTS)**  
Directorate: Nursing
- SALARY** : R450 939 – R507 531 per annum, (plus benefits)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Should have proven sound managerial skills and be computer literate. Nursing Management will be an added advantage. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of subordinate to ensure proper nursing service in the units. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research, and self-development. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

- Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES** : Ms. FF Mafisa Tel No: 012 529 3873
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 30 September 2022, closing time will be 12h00 on the closing date.
- POST 35/216** : **CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: WKH/21/09/2022**  
Directorate: Nursing
- SALARY** : R450 939 per annum, plus benefits. (PN-A5)
- CENTRE** : Weskoppies Hospital
- EQUIREMENTS** : Grade 12 or equivalent NQF level. Basic qualification as a professional nurse according to R425 (i.e Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Current registration with the SANC. A valid driver's license. A minimum of 7 years appropriate experience in nursing after registration with SANC as a Professional Nurse in general nursing. Experience in a quality assurance unit will be an added advantage. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly reports and assessments. Have experience and ability to utilize quality assurance related methodologies, tools and databases. Have the ability to prioritize issues and other related work matters and to comply with the ability with the frames set. Have ability to work under pressure to meet deadlines. Have excellent interpersonal and communication skills (both verbal and written). An aptitude for statistics and data analysis and excellent reporting writing skills. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel.
- DUTIES** : Assist with Quality Assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with Quality Assurance targets and norms required for the developments of measurable performance indicators related to the quality of care in the institution. Use the collected data to measures progress and compliance against set targets. Assist with the generation of reliable assessment in support of planning and intervention processes required for Quality Assurance in the institution. Assist with the drafting of annual. Quarterly and other relevant quality assurance performance reports. Assist management and investigation of complaints and Patient safety incidents. Participate in selected Clinical Audit projects. Conduct customer care related surveys and respond appropriately to results. Participate in continuous monitoring and evaluations (National Core Standards / Ideal Hospital Realization). Active participation in the activities of the Quality Assurance and Complaints Committees and assist with the secretarial responsibilities of these committee meetings, coordinate reports pertaining to performance indicators. Assist with data collecting, analysis and reports. Optimal utilizations of resources and implementation of the performance management system.



- ENQUIRIES APPLICATIONS** : Ms. BP Schoonwinkel Tel No: (012) 319 9877  
 : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 30 September 2022
- POST 35/217** : **CLINICAL PROGRAMME COORDINATOR REF NO: REFS/014933**  
 Directorate: Nursing Department: Bed Management Unit
- SALARY CENTRE REQUIREMENTS** : R450 939 per annum, (plus benefits)  
 : Charlotte Maxeke Johannesburg Academic Hospital  
 : Grade 12 or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Computer literacy will be added advantage.
- DUTIES** : Constantly monitoring the availability of beds within the hospital. Placing patients correctly in available beds, timeously. Assisting casualties with patient flow, from casualty to the wards. Sending patients home within reasonable time once discharged. Assisting with the management and flow of day cases in the hospital. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Expected to relieve the Assistant Manager in his absence.
- ENQUIRIES APPLICATIONS** : Ms A. Tshitereke Tel No: 011 488 3787  
 : Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective

dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

- CLOSING DATE** : 30 September 2022
- POST 35/218** : **LECTURER REF NO: REFS/014870**  
Directorate: Nursing Division: Clinical Education & Training Unit
- SALARY CENTRE** : R388 974 per annum, (plus benefits)  
: Charlotte Maxeke Johannesburg Academic Hospital (Joint Appointment with the University Of Witwatersrand)
- REQUIREMENTS** : Matric or equivalent. A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post basic qualification in Nursing Education registered with the SANC and registration as a nurse educator. 1 year post basic qualification registered with SANC in either Oncology Nursing or Nephrology Nursing. Must be registered with SANC as moderator & assessor or be in possession of an assessor and moderator's certificate. A Master's degree in Nursing Science. PhD in Nursing will be added advantage. Teaching and relevant IT experience. Must have knowledge and experience that is required for the fourth industrial revolution.
- DUTIES** : Do clinical placement and accompaniment of undergraduate nursing students and the relevant post-graduate students. Ensure educational innovation and effective teaching and learning principles for student success in the Department. Provide proof of ongoing research/projects and publication in area of expertise. Administration duties, research participation and participation in community projects at Departmental, school and Faculty level, and CMJAH. Supervise postgraduate students in the relevant field of expertise. Ability to function as a role-player and member of the team. Training and development; and assess clinical competence of CMJAH Nursing staff. Initiate and support research in the clinical areas (CMJAH).
- ENQUIRIES APPLICATIONS** : Ms. A Tshitereke Tel No: 011 488 378  
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should

be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Female, Indian Female Indian Males, African Males, White Males and White Females are encouraged to apply.

**CLOSING DATE**

: 30 September 2022

**POST 35/219**

: **ASSISTANT DIRECTOR FINANCE REF NO: SMUF01/22**

Directorate: Support Services

**SALARY**

: R382 245 per annum

**CENTRE**

: SMU-Oral Health Centre

**REQUIREMENTS**

: A Bachelor's Degree/Diploma (NQF level 6/7) in Financial Management/Accounting or relevant qualification. Minimum of five years supervisory experience in Financial Management. Knowledge and experience in budget & expenditure, procurement and patient revenue. Good understanding of Financial and Accounting policies, systems and relevant prescripts (Treasury regulations, PFMA, PPPFA, BAS, PERSAL, SCM procedures and delegations of authority). Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with knowledge of advanced excel Systems. Able to work under pressure.

**DUTIES**

: Prepare and present the hospital budget to all the relevant stakeholders in the Hospital and provide with monthly expenditure reports. Prepare the Hospital Business Plan. Attend bi-lateral meetings and review. Ensure proper allocation of budget to the cost centres and monitors its expenditure. Identification of measure cost drivers and develop strategies to minimize overspending of budget. Ensure the acquisition of goods and services is in accordance with a well-defined Procurement Plan and Demand Plan. Preparation and adherence of financial documentation prior to submission to SCM Unit for the compilation of orders. Preparation and processing of Procurement plan items as approved in the conditional grant and Business Plan. Ensure that all financial records and documents are kept safe and up to date for audit control purposes. Ensure that all payments for service providers, compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Prepare journals of misallocated expenditure. Monitor monthly budget expenditure and Conditional Grants. Prepare and present monthly budget reports to all the relevant stakeholders. Attend all budget meetings, training and workshops and provide reports on the allocated budget. Promote the vision, mission and interest of the hospital. Meet with all relevant stakeholders to provide training and give update on finance matters. Provide training and guidance to the Hospital Management, staff members and subordinates on finance related matters. Ensure supervision of staff members in the Finance Section.

**ENQUIRIES**

: Mr HH Hadebe Tel No: 012 521 4913

**APPLICATIONS**

: Quote the relevant post number. Direct applications must be delivered to the Human Resources Manager, SMUOHC Human Resource Department, Room

S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204.

**FOR ATTENTION NOTE** : Ms Pretty Rangoato  
 : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities encouraged to apply.

**CLOSING DATE** : 30 September 2022

**POST 35/220** : **DENTAL THERAPIST REF NO: REF NO: SMUDT02/22**  
 Directorate: Community Dentistry

**SALARY CENTRE REQUIREMENTS** : R322 746 per annum, (plus other benefits)  
 : SMU Oral Health Centre  
 : A degree in Dental Therapy: Registration with the Health Profession Council of South Africa (HPCSA) as a Dental Therapist. At least 5 years' experience as a Dental Therapist. Experience in teaching and learning will be an added advantage. The candidate should provide evidence of the above with the application.

**DUTIES** : The incumbent is expected to undertake the following duties: Teaching and Learning of Dental Therapy and Oral hygiene student, Assessment and evaluation of Teaching and Learning of Dental Therapy and Oral hygiene students, participate in the Departmental Community based programme in providing service-learning programme involving community engagement, reflections Coordinate and manage community-based programmes in communities, Participate in Departmental Research activities, participate in curriculum development issues as when required, Provide clinical service to SMUOHC Manage own patients, be involved in administrative activities of the department.

**ENQUIRIES APPLICATIONS** : Prof D Pagollang Motloba Tel No: 012 521 5767/4848  
 : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

**FOR ATTENTION NOTE** : Ms Pretty Rangoato  
 : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

**CLOSING DATE** : 30 September 2022

**POST 35/221** : **DIAGNOSTIC RADIOGRAPHER REF NO: RAD02/22**

**SALARY CENTRE REQUIREMENTS** : R322 746 per annum  
 : Sefako Makgatho Oral Health Centre (SMUOHC)  
 : National Degree or Diploma in Diagnostic Radiography. Appropriate qualification that allows current registration with the Health Professions Council of South African (HPCSA) as a Diagnostic Radiographer. Evidence of current registration with the Health Professions Council of South Africa as a Diagnostic

Radiographer for 2022/2023. Experience in Digital Radiography and knowledge of Picture Archiving and Communication Systems. Experience in teaching, training, and supervision of students. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Knowledge of Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control and Batho Pele principles. Good written and communication skills. Ability to work as a member of professional multidisciplinary teams.

**DUTIES** : Render effective dental patient-centred Radiography services in adherence to the scope of practice and health protocols. To work as part of interdisciplinary teams. Supervise, develop, teach, train and monitor the performance of students in all aspects of radiographic service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection and assets management. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Contribute to research projects of the department. Communicate effectively with stakeholders. Perform all the administrative functions. Implement and maintain the quality assurance protocols in alignment with national and provincial norms and standards. Comply with the Performance Management and Development System (contracting and assessment).

**ENQUIRIES** : Dr S Rajbaran Tel No: (012) 521 4902/3

**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

**FOR ATTENTION NOTE** : Ms Pretty Rangoato  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.

**CLOSING DATE** : 30 September 2022

**POST 35/222** : **OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: WKH/ 22/09/2022**  
Directorate: Occupational Therapy

**SALARY** : R319 976 per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration as Independent Practitioner)

**CENTRE REQUIREMENTS** : Weskoppies Hospital  
: Degree in Occupational Therapy. Grade 12. Registration with the Health Professional Council of South Africa as an Independent Practitioner and 2022 proof of registration.

**DUTIES** : Provide an Occupational Therapy service to adult Mental Health users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT Processes in Mental Health such as assessments, planning and executing treatment (individual and groups). Execute all patients related administrative tasks according to the standards set by Quality Assurance principles. Actively do program planning within the Unit. Do group treatment as planned. Participate in the de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the Weskoppies Hospital OT department CPD program. Do supervision of OTT/OTA according to PMDS process.

**ENQUIRIES** : Mrs. H Beetge Tel No: (012) 319 9783

**APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the

<b><u>NOTE</u></b>	:	register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
	:	Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/223</u></b>	:	<b><u>PROFESSIONAL NURSE REF NO: TRH 14/2022 (X3 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R260 760 – R302 292 per annum Grade 2: R320 703 - R368 307 per annum Grade 3: R388 974 - R492 756 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane Rehabilitation Hospital
	:	Diploma in General Nursing and Midwifery Basic R425 qualification i.e., Diploma/Degree in Nursing, or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Current registration with SANC. Experience in rehabilitation will be a recommendation. At least 1 or more years of experience as a Professional Nurse. Problem solving skills, facilitation skills, communication skills, knowledge of management, planning and organising. Be able to lead shift. Multi-cultural skills and nursing advocacy skills. Willing to work in a physical rehabilitation setting and rotate in all departments. Willing to work day and night shifts, weekend public holidays.
<b><u>DUTIES</u></b>	:	Responsible for total patient care to all patients in the hospital. Educate and advise patients including relatives and staff. Ensure efficient and effective management of resources. Rotate through service points as required. Willing to work over weekends and holidays and rotate in other units where the need arise. Quality nursing care and rehabilitation programme as directed by the Scope of Practise. Have knowledge and interest of work in HCT and OPD. Ensure proper staff allocation for shifts in the unit. Manage staff performance. Able to act appropriately in an emergency situation. Be part of the team in managing the patients. Be able to work within the multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals, and junior colleagues including report writing. Be able to work independently as a Professional Nurse.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MM Rakwena Tel No: (012) 354 – 6135
	:	Applications must be hand delivered directly to: Tshwane Rehabilitation Hospital Corner Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a 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 (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal

checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 23 September 2022
- POST 35/224** : **STAFF NURSE GRADE 1 REF NO: PWH/EN01/2022**  
Directorate: Nursing Department
- SALARY** : R173 952 (min) – R195 771 (max) per annum, (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Qualification that allows registration with the SANC as Staff Nurse. Nurse. Must have good Communication, interpersonal relations and organizational skills.
- DUTIES** : Render a nursing service within the scope of practice of a Staff Nurse. Assist with nursing duties. Manage Health care principles and delivery Of health care in order to control cost add quality and ensure an optimal health Outcome by managing length of stay and financial outcome. Effective interpretation and implementation of policies and protocol and procedures within the Unit. Provide education and training to clients, family and health team members about health care. Facilitate communication and co-ordination between health care, patients and family member in order to minimize fragmentation of health care delivery system. Co-ordinate care and patient advocacy. Administrate efficiently and effectively all administrative duties within the Unit pertaining to managed health care policies and protocols established by Gauteng Health Department.
- ENQUIRIES** : Ms NL Madiba Tel No: (012) 3801206  
**APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any public service department Website, which must be completed in full with, attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.
- CLOSING DATE** : 30 September 2022
- POST 35/225** : **DENTAL ASSISTANT REF NO: SMUDA03/22 (X2 POSTS)**  
Directorate: Dental Assisting
- SALARY** : R170 955 per annum  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : Grade 12 with a National Certificate in Dental Assisting and an appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Proof of current registration. One year experience as a dental assistant. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.
- DUTIES** : Assist clinicians with oral health procedures. Preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.
- ENQUIRIES** : Ms Joyce Peteke Tel No: (012) 521 5631  
**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Medunsa, 0204. The Institution reserves the right to not to make any appointment.
- FOR ATTENTION** : Ms Pretty Rangoato  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection

interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**

:

30 September 2022

**POST 35/226**

:

**NURSING ASSISTANT GRADE 1 REF NO: PWH/NA01/2022 (X1 POST)**

Directorate: Nursing

**SALARY**

:

R134 514 (Min) – R151 401 (Max) per annum, (plus benefits)

**CENTRE**

:

Pretoria West District Hospital

**REQUIREMENTS**

:

Registration with the SANC as Nursing Assistant. Good writing, communication and Interpersonal relation skills. Qualification that allows registration with SANC as Nursing Assistant, Registration with SANC as nursing assistant and proof of current registration.

**DUTIES**

:

Assist patients with daily activities such as physical care i.e. maintain hygiene of patients, provide nutrition and assist with mobility and elimination processes. Provide elementary clinical nursing care i.e. measure, interpret and record vital signs, assist Professional Nurses with clinical procedures, preparation of patients for diagnostic And surgical procedures, operate all relevant apparatus and equipment. Maintain the code of conduct as required In the Public Service and by the Professional Body. Render a nursing service within the scope of practice of a Nursing Assistant. Work as part of a multi-disciplinary team.

**ENQUIRIES**

:

Ms NL Madiba Tel No: (012) 380 1206

**APPLICATIONS**

:

Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

**NOTE**

:

Applications must be submitted on a new Z83 form obtainable from any public service department Website, Which must be completed in full with attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.

**CLOSING DATE**

:

30 September 2022

**POST 35/227**

:

**OPERATOR REF NO: PWH/OPER01/2022 REF NO: PWH/OPER01/2022 (X1 POST)**

Directorate: Nursing Department

**SALARY**

:

R124 434 (Min) - R146 577 (Max) per annum (Level 03), (plus benefits)

**CENTRE**

:

Pretoria West District Hospital

**REQUIREMENTS**

:

Abet or Grade 10-12. Good interpersonal relations, reading and writing skills, telephone Etiquette and communication skills. Be able to cope with physical demand of the position and work under pressure. Willing to adjust to change and work shifts, weekends, night shifts and public holidays.

**DUTIES**

:

Responsible for cleaning, collect and receive unsterile packs from wards and check that they are complete and in good working conditions. Washing of instruments, packing and autoclaving various towels, gowns and small Packs. Effective handling of cooled down items to be packed off in sterile store- room. Maintenance of general Hygiene and tidiness of the complex. Do messenger duties, and reporting of blocked drains; taps leakages to Professional nurse in charge.

**ENQUIRIES**

:

Ms NL Madiba Tel No: 012 380 1206

**APPLICATIONS**

:

Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

**NOTE**

:

Applications must be submitted on a new Z83 form obtainable from any public service department Website, which must be completed in full with, attached CV only. Only Shortlisted candidate will be required to submit certified copies of documents.

**CLOSING DATE**

:

30 September 2022

**POST 35/228**

:

**CLEANER REF NO: SMUCL/03/22 (X2 POSTS)**

Directorate: Support Services

**SALARY**

:

R104 073 per annum, (plus other benefits)

**CENTRE**

:

SMU Oral Health Centre



- REQUIREMENTS** : Grade 12 with 1-2 years cleaning experience. Ability to effectively use cleaning machines and materials. Candidates will be required to undergo medical surveillance. Cleaning experience in Public Health sector will be an added advantage.
- DUTIES** : Cleaning interior and exterior surroundings in the institution. Dust, wash walls and windows, sweep, scrub and polish floors. Housekeeping for all boardrooms. Operate cleaning equipment. Maintenance (proper cleaning daily after use) of cleaning equipment. Remove medical and general waste from generation area to storage areas. Safe keeping and control of cleaning equipment and materials. Be prepared to rotate to different areas within the institution that requires cleaning. Have knowledge of usage of cleaning chemicals. Adhere to Occupational Health and Safety and Infection control policies. Perform any other duties delegated by the Supervisor.
- ENQUIRIES** : Ms R Matjila Tel No: (012) 521 4924
- APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMUOHC Human Resources Department, Room S521, Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001.
- FOR ATTENTION** : Mrs I Makgatho
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 30 September 2022

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 07 October 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).

#### **MANAGEMENT ECHELON**

- POST 35/229** : **DIRECTOR: STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: REFS/ 014957**
- SALARY** : R1 073 187 per annum, (all-inclusive benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus Degree at NQF Level 7 in Public Administration Management, Communication or an equivalent qualification. Five (5) years relevant experience at middle / senior management in Stakeholder Management /Communication field and an overall understanding of the Human Settlements

policies and prescripts. Possession on an SMS Pre-Entry certificate. Knowledge of the National Housing Code; Housing Policies; Legislation e.g. Housing Act and Rental Housing Act; Intergovernmental Relation Framework Act and Constitution of South Africa. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Problem solving. Excellent oral and written communication skills, Honesty and integrity. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful.

- DUTIES** : Develop and execute the strategies for education of beneficiaries about Departmental programmes, services and life skills related to Human Settlements. Oversee the creation and delivery of consumer education curriculum, framework and guides, best practices and easy to digest training materials for consumer education workshops and virtual training programs. Formulate training plans, determine appropriate training methods and Financial Recourses needed to deliver specific Consumer Education to different target audiences. Oversee & manage the coordination and monitoring of community empowerment programmes in the Human Settlement service centres and stakeholders. Forge formidable partnerships with interested partners with the same vision. Management of the sub-business within Consumer Education Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.
- ENQUIRIES** : Ms K Kunene at 072 315 9992

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

***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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV.***

- CLOSING DATE** : 30 September 2022
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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 candidates to HR on or before the day of the interview date. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

## OTHER POSTS

**POST 35/230** : **MANAGER SOCIAL WORK POLICY GRADE 1: PERSONS WITH DISABILITIES REF NO 2022/09/11**

**SALARY CENTRE REQUIREMENTS** : R806 811 – R1 116 881 per annum, (within OSD framework)  
: Head Office (Johannesburg)  
: Bachelor of Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration with the SACSSP of which 5 years must be appropriate experience in Social Work policy development or Social Work supervision. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills.

**DUTIES** : Develop/facilitate the development of policies for rendering a social work service to persons with disabilities. Monitor, interpret and review legislation, policies and procedures to determine whether the I disability legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Service providers are trained and developed to be able to deliver work of the required standard work. Plan and ensure that social work policy research and development are undertaken and complex social work research plans.

**ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7707  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Ms V Cimoni Tel No: (011) 355 7707  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 35/231** : **SOCIAL WORK MANAGER: PROBATION AND CANALIZATION: REF NO SD/2022/09/12**

**SALARY CENTRE REQUIREMENTS** : R806 811 – R1 116 881 per annum, (within OSD framework)  
: Ekurhuleni Region  
: A Degree in Social Work with registration with South African Council for Social Services profession as Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with SACSSP of which 5 years must be appropriate experience in Social Work Policy Development or Social Work Supervision. Submission of valid council registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating social work probation services and computer literacy. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Project management, planning and organizing, networking skills, communication skills (written and verbal), professional counselling skills, policy analysis and development, financial management, presentation skills, monitoring and evaluation skills, people management skills and the ability to compile complex reports. A valid driver's license.

**DUTIES** : Develop/facilitate the development of policies for rendering a social work service in departments. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields.

**ENQUIRIES APPLICATIONS** : Ms Ziyanda Noncolela Tel No: (011) 820 0429  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1401 or Private Bag X 1008, Germiston, 1401.

**FOR ATTENTION NOTE** : Ms ZO Noncolela Tel No: (011) 820 0429  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/232** : **SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE REF NO: SD/2022/09/13**

**SALARY CENTRE REQUIREMENTS** : R806 811 – R1 116 881 per annum, (within OSD framework)  
: Johannesburg Metro Region  
: A Degree in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience at Intake and Foster Care (Statutory Service) as a supervisor or Social Work Policy Developer. Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring.

**DUTIES** : Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups and communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance and manage sub-directorate leave plan. Attend to staff grievances and disciplinary matters.

**ENQUIRIES APPLICATIONS** : Ms C Dukwana Tel No: (011) 355 9502- JHB Metro Region  
: Applications can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region 41 Fox Street, Private Bag X1, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Ms CS Dukwana Tel No: (011) 355 9502  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 35/233** : **MANAGER SOCIAL WORK POLICY GRADE 1: SUBSTANCE ABUSE PREVENTION, TREATMENT AND REHABILITATION REF NO: 2022/009/52**

**SALARY CENTRE REQUIREMENTS** : R806 811 – R1 116 881 per annum, (within OSD framework)  
: Head Office (Johannesburg)  
: Bachelor of Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration with the SACSSP of which 5 years must be appropriate experience in Social Work policy development or Social Work supervision. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills.

**DUTIES** : Develop/facilitate the development of policies for rendering a social work service to persons with disabilities. Monitor, interpret and review legislation, policies and procedures to determine whether the I disability legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Service providers are trained and developed to be able to deliver work of the required standard work. Plan and ensure that social work policy research and development are undertaken and complex social work research plans.

**ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7678  
: Applications can be delivered to: The Gauteng Department of Social Development, 69 Commissioner Street, or Private bag X 35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Mr Z Jaca Tel No: (011) 355 7678  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

<b><u>POST 35/234</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: SD/2022/09/03</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) A three year tertiary Qualification (NQF level 6/7) in Supply Chain Management with 3-5 years' in middle management level in Supply Chain Management in the Public Services. A valid driver's licence. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge and understanding of PFMA and Department's Constitutional mandate. Skills and Competencies: Must be at strategic thinker, Analytical, honesty and integrity, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Leadership, Communication, Financial Management and procedures, Problem Solving, Project management and Leadership skills.
<b><u>DUTIES</u></b>	:	Monitor the implementation of the business plans, organize and control activities pertaining to the component. Manage and advice on the processes for Identified Disposed Assets. Dispose all non-core, surplus, lazy, obsolete and redundant assets using an approved disposal process, policies and procedure manuals. Manage the implementation of policies, guidelines, practices, procedures based on the National Legislation. Manage the reconciliation of BAS capital expenditure report and asset register on LOGIS. Develop operational standards and ensure the attainability and sustainability of the same. Monitor and ensure the updating and proper management of asset register (including facilities). Maintain and manage the consolidated electronic asset management system and recording. Develop partnerships and network with relevant stakeholders. Establish and maintain good relations within the Department, NGO's and all stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/235</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS ALIGNMENT REF NO: SD/2022/09/04</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Johannesburg) A three year tertiary Qualification (NQF level 6/7) in Information Technology/ Information Systems/ Computer Science with a minimum 3-5 years' in middle management experience. A valid driver's licence. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge of the Department's Constitutional mandate. Knowledge of ICT regulatory frameworks and ICT related systems viz. SAP CRM, SAP BW & BI, SAP ECC. Business and Systems Analysis skills Competencies: Must be a Strategic planner with Analytical, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Facilitation, Communication, Financial Management processes and procedures, Problem Solving, Project management and Leadership skill, Change Management.
<b><u>DUTIES</u></b>	:	Analyse the overall departmental strategic intent and define organizational business model. Manage the development of business cases in line with each system implementation. Ensure corrective and adaptive maintenance are carried in the systems implementation. Manage the mapping and automation of business processes in line with the business requirements and architecture. Oversee the implementation of the Systems Training Plan. Manage the process of ensuring that training has received the desired outcomes. Develop and manage change management plans in the implementation of application and systems. Manage and monitor alignment of the system to changing departmental strategy. Manage stakeholder engagements related to systems and processes both internal and external, including Service Providers. Manage the training, development of staff and staff performance.
<b><u>ENQUIRIES</u></b>	:	Ms M Skosana Tel No: (011) 227 0069

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Ms M Skosana Tel No: (011) 227 0069  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 35/236** : **DEPUTY DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2022/09/05**
- SALARY** : R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
: A three-year tertiary Qualification (NQF Level 6/7) in Accounting /Financial Management/Auditing with 5 years' experience in the field of auditing or accounting or monitoring and evaluation and with a minimum of 3-5 years' middle management experience in financial environment. A valid driver's licence. Knowledge and understanding of Legislative Policy Framework regulating compliance monitoring of funded NPO's in the Public Service. Knowledge and understanding of procedures and processes governing the NPO Compliance Monitoring functions. Skills and Competencies: Analytical, Negotiation, Report Writing, Interpersonal, Monitoring and Evaluation, Planning and Organizing, Leadership, Communication, People Management and Coordinating skills.
- DUTIES** : Provide strategic leadership and mentoring to regional offices on NPO monitoring and compliance matters. Oversee overall monitoring activities of funded organisations for compliance with the service level agreement (SLA). Develop appropriate monitoring tools (onsite & desktop) to be utilised by all monitoring officials. Continuous review of standard operating procedure for financial monitoring on a yearly basis. Ensure regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA is conducted. Ensure risk assessments of funded organisations are conducted to categorise them according to their risk profile and monitor changes thereof. Manage the development of periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Review the consolidated narrative and financial monitoring reports of your subordinates and escalate key findings to various committees of the Department for implementation and action. Oversee the Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Develop action plans from Auditor General (AG) and Gauteng Audit Service (GAS) findings, Departmental NPO Monitoring task teams and ensure implementation across the regions. Develop, manage and evaluate specific activities of sub-ordinates to ensure delivery of desired outputs and outcomes.
- ENQUIRIES APPLICATIONS** : Mr C Maabane Tel No: (011) 227 0060
- FOR ATTENTION NOTE** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000.  
: Mr C Maabane Tel No: (011) 227 0060  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 35/237** : **DEPUTY DIRECTOR: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2022/09/06**
- SALARY** : R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
: An NQF Level 7 qualification in Forensic Investigations/Fraud Examination (CFE). 3 – 5 years management experience within the investigations field and managing multiple investigations simultaneously. At least 10 years of working

experience within investigation field and the undertaking of reporting on investigations. At least 3 years working experience within the ethics or integrity management field. Valid driver's license. It would be an added advantage if applicant a certified Ethics Officer. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, investigation, governance and integrity management framework of the public service and the ability to apply such technical knowledge in simple and complex assignments. Knowledge of a wide range of work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management and integrity management principles, frameworks and legislative requirements etc. to be able manage and guide the investigations, monitoring, reporting as well as corrective measures to be designed and implemented. Ability to design and manage the design investigation and fraud detection review procedures, checklists and work papers which will facilitate the testing to be undertaken and then reported on in line with legislative prescripts. Ability to plan and organise multiple investigations and independently manage allocated tasks and provide adequate and timeous progress reports to CRO. Knowledge of compilation of investigation reports which also include the design of action plans to address findings raised. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP etc., how they operate and all security parameters thereto and relevant to the investigation within the control environment. Skill and Competencies: Teamwork, supervision, good interpersonal relations, staff development, information system, policies, procedures, and legislations, analytical, project management, report writing, problem solving, planning and organizing skills, interrogation skills, time management skills, document management and evidence compilation skills, negotiations skills and advanced research skills.

**DUTIES** : Manage all the requests for, undertaking of and reporting of investigations (Internally reported, through the National Anti-Corruption and Premiers Ethics Hotline): Manage liaison with law enforcement agencies in the investigation of fraud and corruption cases, oversight structures and externally appointed investigations capacity. Manage and report on all Losses reported: Manage the development and implementation of Loss Control Policy, procedures and directives, Manage the maintenance of electronic loss control registers and manual files from which statistical information is extracted from to undertake tend, root cause and impact analysis which is filtered into the Directorate reports. Manage the development, implementation and reporting of the ethics management framework for the department, Develop the unit's operational plan, Manage the implementation and reporting on the operational plan for the sub-directorate, Manage the component budget for all outsourced investigations and expenditure management, manage training and development of staff, manage staff leave, attendance, travel, Co-ordinate the activities of the sub-directorate, Manage staff performance.

**ENQUIRIES** : Ms I Netshiungani Tel No: (011) 227 0105  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Ms I Netshiungani Tel No: (011) 227 0105  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/238** : **DEPUTY DIRECTOR: DEMAND PLANNING AND CRM REF NO: SD/2022/09/07**

**SALARY** : R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : 3 Year Tertiary Qualification (NQF Level 6/7) in of Supply Chain Management/Logistics/Purchasing or any qualification in the Finance field. A minimum of 3 - 5 years middle management experience in Supply Chain Management. Knowledge and understanding of PFMA, PPPFA and SCM Legislative framework in the Public Service, knowledge of Departmental Policy

- Framework. Skills and Competencies: Customer relationships managements, demand planning, analytical, report writing, interpersonal, monitoring and evaluation, planning and organising, leadership, people management, communication and coordination skills.
- DUTIES** : Manage the identification of supply chain management needs, costing of identified needs to the budget, manage the conducting of pricing and market research. Manage the monitoring of adherence to procurement plans in the procurement of goods and services. Manage the establishment of relations with relevant stakeholders and service providers. Create and manage a single point of contacts and maintain relationships with relevant stakeholders. Manage staff performance.
- ENQUIRIES APPLICATIONS** : Ms T Mbhense Tel No: (011) 355 7703  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Ms T Mbhense Tel No: (011) 355 7703  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 35/239** : **DEPUTY DIRECTOR: REGIONAL SERVICES AND INSTITUTIONS REF NO: SD/2022/09/08**
- SALARY** : R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
: A 3 years tertiary qualification in Public Management with minimum of 3 - 5 years' middle management experience in organizational transformation and innovation programmes in the Public Service. Knowledge and understanding of legislative and policy framework, systems, procedures and processes regulating transformation and service delivery improvement in the Institutions. Knowledge and understanding of Institutions legislative and policy mandates, systems, procedures and processes. Knowledge and understanding of Departmental key priorities, strategic objectives, goals, reporting framework, Departmental decentralization model and strategy. A valid Code B driver's license. Skills and Competencies: Institutional capacity building skills, teamwork, management, good interpersonal relations, monitoring and evaluation, analytical thinking, planning and organizing, communication and people management skills.
- DUTIES** : Monitoring and Evaluation of Strategic and Operational Plans in the Regions including service delivery programmes, assist in designing of service delivery turnaround strategy, monitoring the implementation of service delivery turnaround strategy. Monitoring of transformation programmes on service delivery in the Institutions including promoting accessibility of services and the expansion of service points in the Regions. Monitoring of expenditure reports from Regions including Coordination of the development of Institutional annual resource management plan. Collate monthly and quarterly expenditure reports from Institutions. Provide administrative support and guidance to the Management of Intuitions. Provide assistance in the development of annual performance targets. Report on service delivery programmes. Manage staff performance, training and development of Institutions.
- ENQUIRIES APPLICATIONS** : Ms I Netshiangani Tel No: (011) 227 0105  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Ms I Netshiangani Tel No: (011) 227 0105  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 35/240** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: SD/2022/09/09**
- SALARY** : R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)  
: 3 Year Tertiary Qualification (NQF Level 6/7) in the field of Risk Management. A minimum of 3 - 5 years middle management experience within Risk



Management. At least 10 years' experience of working within the risk management field. A valid Code B driver's license. Demonstrate at least 10 years of experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Ability to design and supervise the design of risk responses which will facilitate the risk management functions to be undertaken and then reported on in line with legislative prescripts. Plan and organise risk assessments and independently manage allocated tasks and provide adequate and timeous feedback to supervisor Ability to work independently from Director and demonstrates experience in compilation of risk assessment reports which also include the design of action plans to address findings raised, evaluation and prioritisation of all risks identified and undertake a root cause analysis during assessments and other tasks which allow for problem solving. Detailed understanding and knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP and other in-house applications, how they operate and all security parameters thereto and relevant to the assessment of departmental risks and opportunities. Skills and Competencies: Teamwork, Management skills, good interpersonal relations, staff development, information system, policies, procedures and legislations, analytical thinking, advanced project management, report writing, problem solving, planning and organizing, communication, Interrogation, document management and evidence compilation, technical, time management, negotiation and advanced research skills.

**DUTIES** : Manage and facilitate the development of the departmental Risk Management framework including monitoring and reporting processes across the department (Strategic, Operational, Fraud, IT, Compliance, Project and specific project risks – Complete Risk Profile/Universe). Management of the Quarterly Risk Management Committee and Risk Champions Forum as well as reporting to external oversight bodies. Manage and facilitate the development, implementation, monitoring and reporting on the departmental Combine Assurance Framework. Management of the Sub-Directorate including development, implementation, monitoring of the unit's operational plan, budget, training, development of staff, leave and attendance register.

**ENQUIRIES** : Ms S Moloi Tel No: (011) 227 0062  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Ms S Moloi Tel No: (011) 227 0062  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/241** : **DEPUTY DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2022/09/10**

**SALARY** : R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : 3 Year Tertiary Qualification (NQF Level 6/7) in the field of Supply Chain Management. A minimum of 3 - 5 years management experience in Tender and Contract Management. Knowledge and understanding of PFMA, tender and contract management legislative framework in the Public Service and procedures on tender and contracts administration. Knowledge and understanding of policy formulation and coordination. Skills and Competencies: Business insight, team work, supervision, communication, interpersonal relation, problem solving and analysis, staff development, information systems, financial management and procedures, budget processes, policies procedures and legislation, planning and coordination. Analytical, project management, report writing, communication, problem solving, conflict management, leadership, facilitation, tender and contract management skills. A valid drivers' license.

**DUTIES** : Tender administration of outsourced, adhoc, accommodation leases and transversal services tenders. Manage the process of commencement and termination of contracts awarded. Present pending tenders report monthly and

	:	finalised tenders on annual performance plan. Develop and maintain document management system for tender and contract administration. Train SMME's and co-operatives on completion of tender documents. Manage staff performance.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/242</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: SD/2022/09/53</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	3 Year Tertiary Qualification (NQF Level 6/7) in the field of Strategic Management. A minimum of 3 - 5 years' experience at middle management level in Strategic Management in the public service environment. Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in Public Service. Knowledge and understanding of departmental key priorities, strategic objectives, goals and reporting framework. Skills and Competencies: strategic planning, reporting, analytical, monitoring, facilitation, interpersonal, monitoring and evaluation, planning and organising, leadership, people management, communication and coordination. A valid drivers' license.
<b><u>DUTIES</u></b>	:	Coordinate the compilation of Departmental Strategic Plan, Annual Performance Plan and Programme of Action. Develop a schedule of visits to Regions, Institutions and Head Office components. Guide programme managers on the implementation of strategic plan. Schedule follow up sessions with programme managers on the implementation of the strategic plan. Identify deviations in the implementation of strategic plan and recommend corrective action. Manage the consolidation of monthly and quarterly performance reports. Quality assure quarterly performance data. Submit quarterly reports for reporting. Provide analysis on the quarterly reports. Manage staff performance, training and development, leave and conduct. Manage budget.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/243</u></b>	:	<b><u>PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: SD/2022/09/14</u></b>
<b><u>SALARY</u></b>	:	R628 014 – R953 715 per annum, (within OSD framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A Bachelors' Degree in Urban/Town and Regional Planning or relevant qualifications. 3 years' post qualification professional experience required. A Valid driver's licence. Compulsory registration with SACPLAN as a Professional Town & Regional Planner. Knowledge: PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars, Government Immovable Asset Management Act of 2007, Framework for Infrastructure Delivery and Procurement Management, Spatial Planning and Land Use Management Act 13 of 2013, Children's Act of 2005 and the Best practice Note of 2010, Spatial planning systems and norms of Government and Relevant Provincial Land Administration Legislation. Skills and Competencies: decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsive, communication, computer literacy, delegation and development of others, planning, organising and execution, conflict management.
<b><u>DUTIES</u></b>	:	Ensure the application of town and regional planning principles in land development: Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Town Planning

inputs to infrastructure and related plans: Prepare inputs to Project Planning reports from a town planner perspective, for example Business Cases, Infrastructure Assets Management Plans, Strategic Briefs, etc. Undertake extensive analyses to formulate and maintain an infrastructure planning framework for the Department. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for social development infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forum to promote alignment between social planning and broader provincial planning. Interact with the Custodian, GOGTA and related planning forums in the province to promote seamless and integrated spatial planning. Policies, Norms, Standard and Monitoring Reports: Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning-related matters.

- ENQUIRIES** : Ms T Mbhense Tel No: (011) 355 7703
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION** : Ms T Mbhense Tel No: (011) 355 7703
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 35/244** : **SOCIAL WORK SUPERVISOR GRADE 1 (X5 POSTS)**
- SALARY** : R389 991 – R725 517 per annum, (within the OSD framework)
- CENTRE** : Sedibeng Region (Directorate: Intake and Field)  
Johannesburg Metro Region Ref No: SD/2022/09/25 (X3 Posts)  
Tshwane Region Ref No: SD/2022/09/26 (X1 Post)  
Sedibeng Region Ref No: SD/2022/09/27 (X1 Post)
- REQUIREMENTS** : A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Good conflict resolution and people management, Computer literate, excellent verbal, and written communication skills.
- DUTIES** : Ensure that a Social Work service regarding the care, support, protection and development of vulnerable individuals, group, families, and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers, and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
- ENQUIRIES** : Ms CS Dukwana Tel No: (011) 355 9502 - Johannesburg Metro Region  
Mr Atholohang Kotsedi Tel No: (012) 359 3314 - Tshwane Region  
Ms. M Khoabane Tel No: (016) 930 2054 - Sedibeng Region
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to: The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000  
**Tshwane Region**, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001

		<b>Sedibeng Region</b> , 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.
<b><u>FOR ATTENTION</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502 - Johannesburg Metro Region Mr A Kotsedi Tel No: (012) 359 3314 - Tshwane Region Ms. M Khoabane Tel No: (016) 930 2054 - Sedibeng Region
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/245</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) REF NO: SD/2022/09/28</u></b> Directorate: Probation and Canalization
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R389 991 – R725 517 per annum, (within the OSD framework)
	:	Sedibeng Region
	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<b><u>DUTIES</u></b>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Mokgokolushi Tel No: (010) 345 2253
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, for attention Sedibeng Region, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark, 1911.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms T Mokgokolushi Tel No: (010) 345 2253
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/246</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR REF NO: SD/2022/09/50</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R389 991 – R725 517 per annum, (within the OSD framework)
	:	Dr Fabian and Florence Ribeiro Treatment Centre
	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.

- DUTIES** : To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
- ENQUIRIES APPLICATIONS** : Ms SL Hutchinson Tel No: (012) 734 8377
- FOR ATTENTION NOTE** : Applications can be delivered to: The Gauteng Department of Social Development, Fabian & Florence Rebeiro Treatment Centre. Zonderwater Prison, Cullinan, 1000, Private Bag x1004 Cullinan 1000.  
: Ms SL Hutchinson Tel No: (012) 734 8377  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 35/247** : **CLINICAL NURSE PRACTITIONER REF NO: SD/2022/09/15**
- SALARY CENTRE REQUIREMENTS** : R388 974 – R588 390 per annum, (within OSD framework)  
: Dr Fabian & Florence Rebeiro Treatment Centre  
: Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANCA as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative Skills in Primary Health Care accredited with the SANC. Registration with SANC as Professional Nurse. A minimum of 4 years appropriate / recognizable nursing experience after registration as professional nurse with the SANC in general nursing. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes, and procedures. Knowledge and understanding of nursing care practice and procedures applicable in the institution. Skills and competencies: Project Management, Analytical, report writing monitoring and evaluation, communication, people management skills, interpersonal skills and leadership skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices.
- ENQUIRIES APPLICATIONS** : Ms Samantha Hutchinson Tel No: (012) 734 8325
- FOR ATTENTION NOTE** : Applications can be delivered to: The Gauteng Department of Social Development, Dr Fabian & Florence Rebeiro Treatment Centre, Zonderwater Prison, Cullinan, 1000.  
: Ms Samantha Hutchinson Tel No: (012) 734 8325  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
- POST 35/248** : **PROFESSIONAL NURSE (SPECIALTY) REF NO: SD/2022/09/49**
- SALARY CENTRE REQUIREMENTS** : R388 974 – R588 390 per annum, (within OSD framework)  
: Fabian & Florence Rebeiro Treatment Centre  
: Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes, and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical Report writing, Monitoring and Evaluation, Communication and People Management Skills, Interpersonal Skills and Leadership Skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant

		health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant Management of nursing staff performance, development, leave plans and disciplinary matters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
	:	Applications can be delivered to: The Gauteng Department of Social Development, Dr Fabian & Florence Rebeiro Treatment Centre, Zonderwater Prison, Cullinan, 1000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms Samantha Hutchinson Tel No: (012) 734 8325
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).
<b><u>POST 35/249</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO MONITORING &amp; EVALUATION REF NO: SD/2022/09/16</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum, (plus benefits)
	:	West Rand Region
	:	A 3-year tertiary qualification (NQF level 6/7) in Accounting or Financial Management or Auditing with 3 – 5 years' experience at supervisory level in NPO environment. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes governing the monitoring and evaluation of NPOs in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills & Competencies: Honesty and integrity, innovative individual, thorough to details, communication, interpersonal relations, planning and co-ordinating, analytical, report writing and computer skills.
<b><u>DUTIES</u></b>	:	Co-ordination of onsite monitoring of NPO's. Plan and schedule staff and resources for conducting of onsite financial compliance monitoring to funded organisations. Manage the preparation and submission of reports on non-compliance of NPOs to funding model and instruments. Co-ordination of capacity building to funded NPOs. Manage and monitor the implementation of financial and administrative capacity building plans. Manage the provision and submission of progress reports on the implementation of NPO's financial and administrative capacity building plan. Manage the preparation and submission of quarterly reports on NPOs compliance status. Plan and schedule staff for assessment of current financial and administrative capacity of all existing funded NPO's. Manage the compilation and submission of recommended appropriate interventions. Supervision of staff leave plan, performance, training and development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Makgorogo Tel No: (011) 950 7700
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, West Rand Region, SA Dutch Building, 16 Human Street, Krugersdorp 1740, Private Bag X 2068 1740.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr S Makgorogo Tel No: 011 950 7700
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/250</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILLIARY SUPPORT REF NO: SD/2022/09/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum, (plus benefits)
	:	Ekuhuleni Region
	:	A 3-year tertiary qualification (NQF level 6/7) in Public Management/Administration with 3-5 years at a supervisory level. A valid driver's licence. Knowledge of Government Fleet Management Systems and Facilities/Property Management within a Public Sector environment. Knowledge and understanding of legislative and policy framework regulating procedures and processes in the Public Service. Skills & Competencies: Problem Solving Analysis, Project Management, Report Writing, Communication, Planning & Organizing, Computer Literacy (MS Office Packages).
<b><u>DUTIES</u></b>	:	Co-ordination of Office Services, manage the provision, upgrading and maintenance of switchboard and photocopy services. Manage the identification and assessment of Infrastructure Development requirements. Manage the sourcing of services on upgrading of facilities as well as the inspection and maintenance of facilities. Manage the implementation of Occupational Health

and Safety Measures in the Region. Co-ordination of Fleet Management functions. Manage the identification of fleet capacity requirements and the submission of requests for fleet capacity. Monitor the implementation of security measures on fleet capacity of the region. Monitor the preparation and submission of fleet utilization reports. Manage performance of staff, grievances and disciplinary matters. Manage the preparation and submission of reports as required.

**ENQUIRIES** : Mr Aubrey Mathabatha Tel No: (011) 820 0463 – Ekurhuleni Region  
**APPLICATIONS** : Applications can be delivered to- The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, 1401, Private Bag X 1008 Germiston, 1401.

**FOR ATTENTION** : Mr Aubrey Mathabatha  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).

**POST 35/251** : **ASSISTANT DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2022/09/18**

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6/7) in Supply Chain Management with 3-5 years' experience in Supervisory level in Supply Chain environment. A valid driver's license. Knowledge and understanding of tender and contract management legislative in the Public Service. Knowledge and understanding of PFMA. Knowledge of Department's procedures on tenders and contracts administration. Skills And Competencies: Report writing, communication, conflict management, planning and organising, leadership, coordination, facilitation, contract management and tender management skills, business insight, teamwork, supervision, staff development, financial management, budgeting processes, policies, procedures and legislations.

**DUTIES** : Administration of outsourced adhoc accommodation leases and transversal service tenders. Manage the process of commencement and termination of contracts awarded. Collates information on pending tenders for reporting. Submit price adjustment request for assessment to E-gov. Monitor, update and safe keeping of process files. Management of staff.

**ENQUIRIES** : Ms S Moloji Tel No: 011 227 0062  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 or post to Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Ms S Moloji Tel No: (011) 227 0062  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**POST 35/252** : **ASSISTANT DIRECTOR: NPO FUNDING REF NO: SD/2022/09/19**

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENT** : A three-year tertiary qualification (NQF Level 6/7) in Accounting /Auditing/ Financial Management with 3-5 years Supervisory level experience in the field of Finance Environment. A valid driver's license. Knowledge and understand of PFMA, Policy on Financial rewards and other policy and legislative frameworks regulating NPO funding in the Public Service. Knowledge and understanding Departmental NPO funding processes and procedures and treasury regulations. Knowledge of Departmental Policy Framework. SKILLS: Customer Relationship Management, Financial Management, Analytical, Negotiation, Report writing, Interpersonal, Monitoring and Evaluation, Planning and organizing, Leadership, People Management, Communication and Coordination and facilitation skills.

**DUTIES** : Facilitation of adjudication and NPO budget approval process. Verify the SLA and budget approval of NPOs. Create an approved service contract for NPOs. Reconcile and verify newly created service contract of NPOs. Analyse expenditure reports on subsidy payment from NPOs on quarterly basis for tranche payments to inform the next quarter. Facilitate in the institutional capacity building committee. Assessment on the implementation of financial

		manual. Manage staff development, training, leave plan, staff performance, distribute workload, and monitor and analyse monthly reports from staff.
<b><u>ENQUIRIES</u></b>	:	Ms S Moloi Tel No: 011 227 0062
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 or post to Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms S Moloi Tel No: (011) 227 0062
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/253</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO MONITORING EVALUATION REF NO: SD/2022/09/20</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A three year Tertiary qualification (NQF Level 6/7) in Financial Management/Auditing/Accounting with 3-5 years' supervisory level experience in financial environment. A valid driver's license. Knowledge and understanding of legislation policy frameworks, processes and procedures governing the monitoring and evaluation of NPO's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Through to details, Analytical thinking, Honesty and Integrity, Financial Management, Interpersonal, Report writing, Planning and organizing, leadership, People management, communication and Coordination and facilitation skills.
<b><u>DUTIES</u></b>	:	Assist in overseeing the overall functioning of Regional office units. Consolidate all regional monitoring reports which includes findings and recommendations. Analyse the performance reports from provincial funded NPO's and will be made available to service providers for verification and confirmation. Analyse the performance in line with service level agreement. Monitor and analyse subsidy expenditure reports on NPO's for under payment and misallocations. Analyse expenditure reports based on the service level agreement and costing framework. Manage the quarterly comprehensive reports for legislature, treasury and other relevant stakeholders. Manage staff development, performance based on the work plan and monthly reports.
<b><u>ENQUIRIES</u></b>	:	Ms E Choshi Tel No: 011 355 7700
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building.
<b><u>FOR ATTENTION</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/254</u></b>	:	<b><u>ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: SD/2022/09/21</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Public/Transport Management qualifications with 3-5 years' experience at supervisory level. A Valid driver's licence. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles in Fleet management. Knowledge and understanding of financial management. Knowledge and understanding of Office support services. Knowledge and understanding of legislative framework governing the Public Service. Skills and Competencies: Management, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills. Applied strategic thinking, budget and financial management, change management, customer focused and responsive, impact and influence.
<b><u>DUTIES</u></b>	:	Monitor the implementation of National, Provincial and Departmental policy framework. Assist in the drafting of the Departmental policies pertaining to fleet management and the review and amendment of existing policies. Monitor spending on the Departmental fleet. Prepare fleet expenditure reports and recommend budget adjustment on fleet. Manage the replacement of Departmental fleet and the purchase of new fleet. Coordinate the maintenance



		and the utilization of fleet. Management of losses and damage of fleet. Management of staff. Management of Traffic Fines.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/255</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: SD/2022/09/22</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level6/7) in Office Management and Technology/Public Administration/Business Administration with 3 – 5 years' experience at a supervisory level. A valid drivers' license. Knowledge and understanding of public service policies and procedures, functioning of provincial and national government, departmental policy mandates, priorities, objectives, and service delivery model. Skills and Competencies: project management, strong administrative, people management and empowerment, client orientation and customer focused, service delivery innovation, effective writing, computer and analytical skills.
<b><u>DUTIES</u></b>	:	Manage processes and procedures regulating the distribution, dispatching, storage and filling of documents, files and mail related to queries in the Office of HOD. Supervise the responsibilities of the Senior Administrative Officers in the Office of the HOD. Handle all walk-in queries and redirect and refer accordingly. Maintain the database of managing queries and correspondences. Draft responses and quality check for submission to internal and external stakeholders. Advise and sensitise nosiness units on reports and responses to be submitted. Management of Premier's Hotline, MEC, and Presidential queries with the Office of HOD. Lead Liaison person with the representatives from the Regions, Premier's Office and National Department of Social Development. Coordinate the HOD Support Forum with the Director in the Office of the HOD. Management of all responses to Parliamentary and Legislative questions in the Office of the HOD. Liaison with Parliamentary Liaison Officer on logistics and preparations for Legislature appearance. Provide support at all Portfolio Committee appearances.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca, Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/256</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY MOBILISATION AND PUBLIC PARTICIPATION REF NO: SD/2022/09/23</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Stake Holder Relations/ Public Management (Political Science)/ Public Relations/Community Development with a minimum of 3-5 years' experience at supervisory level. A Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge and understanding of Stakeholder Relations Legislative and Policy Frameworks, Procedures, Community Relations, Projects Commitments, Priorities, Systems and Processes applicable in the Public Service. Skills and Competencies: Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.
<b><u>DUTIES</u></b>	:	Facilitate the Coordination of Back to School Programme by issuing of the School Uniform and Dignitary packs to deserving and needy Learners. Facilitate the Coordination of the Pre and Post-Sopa activities and organise the venue, mobilise community participation, organise plenary meetings and

distributions of fliers. Facilitate the Coordination of Community Engagements through Prevention and awareness Programmes and Partnership Engagements. Facilitate the Coordination of Department's Month Engagements by utilising the community Radio Stations to deliver messages. Manage the Community Mobilisation and Public Participation Unit, Aspire teamwork in Stakeholder Operations, Presidential/ Premier Hotline enquiries and responses. Approve Payments, claims and Log Sheet of stuff under supervision.

**ENQUIRIES** : Ms E Choshi Tel No: (011) 355 7700  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The

**FOR ATTENTION** : Ms E Choshi Tel No: (011) 355 7700  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/257** : **ASSISTANT DIRECTOR: SYSTEMS TRAINING REF NO: SD/2022/09/24**

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science/ Human Resource Management with 3-5 years' experience at supervisory level. A SAQA accredited certification on the relevant Occupational Qualification. Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge on ICT related systems. Skills and Competencies: Project Management, Report Writing, Communication, Problem Solving, Conflict Management, Planning and Organizing, Coordination and Facilitation Skills. Detailed understanding of training processes. Applied strategic thinking, budget and financial management, change management, customer focused and responsive.

**DUTIES** : Develop the training plan. Review existing training plan; propose enhancements and modifications to improve engagements, learning and retention and/or to meet the changing needs of the organization. Ensures that training milestones and goals are met while adhering to approved and adopted training plan. Identifies problems and opportunities such as operational changes or follow best practice industry trends that internal training process could benefit from. Manage the Training Coordination of all Information Systems initiatives implemented by the Department. Manage the Training Unit resources. Monitor the process of ensuring that Training unit participates in the analysis of system usage reports on trained end users and implement the improvement plan.

**ENQUIRIES** : Ms M Skosana Tel No: (011) 227 0069  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Ms M Skosana Tel No: (011) 227 0069  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/258** : **GIS TECHNOLOGIST REF NO: SD/2022/09/30**

**SALARY** : R369 351 – R566 223 per annum, (within the OSD framework)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : Bachelor of science (NQF 6/7) Geography/Geomatics or Environmental Sciences, A Valid drivers Licence, 3 years GISc Technologist experience, Registration with PLATO as a GISc Technologist.

**DUTIES** : To provide Technical function: Collect and capture of data from various formats and sources, Maintain GISc unit effectiveness: Ensure easy access to spatial information at all times, Governance: Allocate, control, monitor and report on all resources, Financial Management: Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs: GIS Implementation: Undertake system audit, requirement analysis and cost benefit analysis: Conduct research: Research, investigate and advice on new GIS technologies. Competencies: Skills: Strategic management and direction, problem solving and analysis, Team leadership,

		Computer skills, Planning and organising skills. Knowledge: Programme and project management GISc legal and operational compliance, Spatial modelling design and analysis knowledge, Research and development, Policy Formulation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/259</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER SOCIAL CRIME PREVENTION REF NO: SD/2022/09/29</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R369 258 – R589 896 per annum, (within the OSD Framework)
	:	Head Office (Johannesburg)
	:	Qualification Registration with the South African Council for Social Service Professions as Social Worker. Experience A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing probation services and social crime prevention services. Skills and Competencies: project management, planning and organizing, networking communication, professional counselling skills, policy analysis and development and financial management.
<b><u>DUTIES</u></b>	:	Develop provincial policies and guidelines for probation services. Administer the implementation of the Child Justice Act, Norms and Standards for diversion programmes and the blueprint: Norms and Standards for secure care facilities. Conduct training and capacity building workshops in the field of probation services diversion programmes. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Skosana Tel No: (011) 227 0069
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms M Skosana Tel No: 011 227 0069
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/260</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2022/09/43</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R369 258 -R524 121 per annum, (within OSD framework)
	:	JHB Metro Region
	:	A three-year tertiary qualification in Community Development, Development Studies or Social Sciences (with Community Development as a method) and a minimum of 7 years' recognisable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the point where people interact with their environment in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and Competencies: Presentation skills, problem solving skills, computer literate, written and verbal communication skills, research and report writing skills, financial management and supervisor skills.
<b><u>DUTIES</u></b>	:	Supervise the identification, facilitation, and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players (internal and external) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep

		up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Dukwana Tel No: (011) 355 9502 - JHB Metro Region
	:	the Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms CS Dukwana Tel No: (011) 355 9502
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedure
<b><u>POST 35/261</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: ACCOUNTS PAYABLE REF NO: SD/2022/09/31</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	A 3-year Tertiary qualification (NQF Level 6 or 7) in Finance with 2-3 years' experience in Finance. A valid driver's license. Knowledge and understanding of legislative and policy framework regulating the accounts payable processes, procedures, and systems. Knowledge and understanding of Departmental Accounts Payable procedures, processes, and systems. Knowledge and understanding the PFMA act. Knowledge and understanding the treasury regulations. Skills and competencies: Analytical, Report writing, Communication, Interpersonal, Planning and Organizing, Coordination, Facilitation, Conflict management, Leadership and Problem-solving skills.
<b><u>DUTIES</u></b>	:	Monitoring of expenditure within Department. Supervise and monitor the compilation of petty cash request. Distribution of pocket money on a monthly basis. Reconciliation of payments: Supervise and analyse the reconciliation of all creditors including NGOs. Maintenance of accounting records: Supervise and maintain the filing of all accounting records. Supervise the implementation of individual Entity registration record. Supervise the maintenance of Invoice Register. Financial reporting. Supervise and monitor the preparation of quarterly expenditure reports. Monitor the reporting of monthly and quarterly accruals.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Maabane Tel No: 011 227 0060
	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to The Gauteng Department of Social Development, 69 Commissioner Street Perm Building.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr C Maabane Tel No: (011) 227 0060
	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/262</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER-CHANGE MANAGEMENT REF NO: SD/2022/09/33</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum, (plus benefits)
	:	Head Office (Johannesburg)
	:	A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Information Systems/ Computer Science/ Human Resource Management with 3-5 years' experience. A SAQA accredited certification on the relevant Occupational Qualification. Valid driver's licence. Knowledge and understanding of Legislative Frameworks Governing the Public Service. Knowledge and understanding of the Department's constitutional mandate. Knowledge of ICT regulatory frameworks. Knowledge on ICT related systems. Skills and Competencies: Manage change initiatives, Project Management, Report writing, Communication, Problem solving, Conflict management, Planning and Organizing, Coordination and Facilitation Skills.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of Change Management Strategy for systems in the Department and implement Resistance Management Plan. Implement Business needs, monitor system usage and provide regular updates to users and managers regarding System Usage. Design and circulate Posters through the available communication platforms. Ensure alignment of system enhancements to changing Business requirements. Coordinate the submission of change requests (RFC) and provide feedback to users. Implement Change Management Support and Facilitate coaching sessions for system users.

		Coordinate Change Management Research Process, distribution of survey questionnaires and consolidation of analysis reports.
<b><u>ENQUIRIES</u></b>	:	Ms I Netshungani Tel No: (011) 227 0105)
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms I Netshungani Tel No: (011) 227 0165
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/263</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FACILITY MANAGEMENT REF NO: SD/2022/09/34</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF Level 6/7) in Built Environment/Public Management with 2-3 years' experience in administrative environment. A valid driver's licence. Knowledge and understanding of legislative framework governing the Public Service, Department's constitutional mandate, Departmental facilities systems, procedures and processes. Knowledge and understanding of PFMA, Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental supply chain management policies, National Building Standards Act of 1997 and Regulations, Occupational Health and Safety Act of 1993 and Regulations, Government Immovable Asset Management Act of 2007 Provincial IDMS framework, South African National Standards (SANS) building contract and Construction Industry Development Board Act 38 of 2000. Skills and Competencies: Project Management Report writing, communication, problem solving skills, interpersonal skills, planning and organizing skills. Applied Strategic Thinking, Budgeting and financial management, change management, team leadership, impact and influence, people management and empowerment.
<b><u>DUTIES</u></b>	:	Monitor the implementation of property portfolio in the department. Coordinate the rental of leased buildings. Assist in monitoring for hygiene, maintenance and cleaning contracts. Provide information to conduct a needs analysis for office accommodation in all Regions and updating of the Departmental lease on monthly basis. Coordinate the signing of lease agreements by all parties involved and extensions where leases could not be finalized and submit to BAC for approval. Administer the maintenance of departmental facilities. Monitor the implementation of facilities management. Services. Administer the payment of utilities. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms E Choshi Tel No: (011) 355 7700
<b><u>NOTE</u></b>	:	The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 35/264</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: SD/2022/09/35</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg) (Directorate: Monitoring and Evaluation)
<b><u>REQUIREMENTS</u></b>	:	A three-year qualification (NQF Level 6/7) in Monitoring and Evaluation with 3-4 years' experience in Performance Monitoring and Evaluation environment. A valid driver's license. Supervisory experience will be an added advantage Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes, and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer, and interpersonal relations skills. Honest and innovation individual.
<b><u>DUTIES</u></b>	:	Verification of programme performance information. Provision in the Development of Monitoring and Evaluation policies. Monitoring of Regions and Institutions of performance date. Compilation of accurate and valid programme performance reports. Supervision of staff and interns.

**ENQUIRIES APPLICATIONS** : Ms I Netshiungani Tel No: (011) 227 0105  
 : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, or Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Ms I Netshiungani Tel No: (011) 227 0105  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**POST 35/265** : **SENIOR SUPPLY CHAIN OFFICER: TENDER & CONTRACT MANAGEMENT REF NO: SD/2022/09/36**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum, (plus benefits)  
 : Head Office (Johannesburg)  
 : 3 years tertiary qualification (NQF level 6/7) in Supply Chain with 2-3 experience in the Supervisory level in Supply Chain/ Logistics/ Finance and Public Management. A valid driver's licence. Basic Knowledge and understanding of tender and contract management legislative framework in the Public Service. Knowledge and understanding of PFMA. Skills and Competencies: Report writing, communication, problem solving, interpersonal skills, and Tender administration skills, planning and organizing skills.

**DUTIES** : Execution of short terms contracts for outsourced services and quotations above R500 000.00 to R1 million. Notify end-users about submission of specifications for short term contracts and ensure that the specifications are in line with legislative requirements. Maintain register of short of short term contracts and submission of reports on monthly basis. Loading of outsourced service contracts on the SAP and CRA. Loading of RT Contracts on the SAP system. Monitor compliance to short contracts terms and conditions. Render secretarial and support services to the Quotation Committee.

**ENQUIRIES APPLICATIONS** : Ms S Moloi Tel No: (011) 227 0062  
 : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION NOTE** : Ms S Moloi Tel No: (011) 227 0062  
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/266** : **SENIOR TRAINING OFFICER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: SD/2022/09/37 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum, (plus benefits)  
 : Head Office (Johannesburg)  
 : A grade 12 certificate and currently studying towards a 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management/HRD with 4-6 years' experience in Human Resource Development or a 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management/HRD with 2-3 years' experience in Human Resource Development. Valid driver's licence. Knowledge and understanding of legislative framework governing the Training and Development practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Learnership, Internship, Bursary Scheme and Induction systems, procedures and processes applicable in the Department. Knowledge and understanding of legislative framework governing the performance management, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of legislative framework governing the financial and supply chain management systems, processes and procedures applicable in the Public Service. Presentation and facilitation skills, planning and coordination skills, consultation skills, budgeting skills, problem solving skills, people management and empowerment skills, written and verbal communication skills. Proficient in MS Word, PowerPoint and Excel.

**DUTIES** : Implement internship and learnership programme, including the drafting of advertisements, selection and placement of interns and learners according to target, conduct reconciliation on payments, conduct site visits to monitor the exposure of interns and learners. Implement internal and external bursary programmes, including the recommendation and approval of bursary applications, payment of fees, monitoring of progress through the submission of results, auditing of bursaries and communicate breach of terms and conditions of bursary contract to bursary holders and recovery of debt where

required. Implement Departmental induction programme including planning logistical arrangements for the induction of newly appointed staff and preparing reports on staff inducted. Coordination of training and development programmes in line with the approved Workplace Skills Plan, including drafting specifications and motivations, co-ordinating nominations, verifying attendance, reporting on – and assessing the impact of implemented training. Coordination and facilitate the implementation of the performance management development system in the Department, including providing technical advice, verifying documents, capturing information on PERSAL, providing reports, and coordinating the implementation of incentives.

**ENQUIRIES** : Mr C Maabane Tel No: (011) 227 0060  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.  
**FOR ATTENTION** : Mr C Maabane Tel No: (011) 227 0060  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/267** : **SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2022/09/38**

**SALARY** : R321 543 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3 year tertiary qualification (NQF Level 6/7) in Internal Auditing/Internal Control. Minimum 2-3 years' experience at a supervisory level. Code B Driver's License. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills.

**DUTIES** : Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Plan and organise the quarterly key controls assessment with relevant management without assistance from supervisor. Undertake the testing and reporting on the quarterly key control assessments with no assistance of supervisor. Communicate all deficiencies identified with relevant management during the quarterly assessment without assistance of supervisor. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING IV, Integrity Management Framework. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury without assistance of the supervisor. Supervise and monitor audit processes. Monthly undertake the tracking of status of implementation of audit action plans (AG & GAS) designed to resolve audit findings with relevant management. Testing the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings. Make inputs to the Directorates budgeting and strategic planning process.

**ENQUIRIES** : Ms M Skosana Tel No: (011) 227 0069  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000  
**FOR ATTENTION** : Ms M Skosana Tel No: (011) 227 0069  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/268** : **SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES**  
**REF NO: SD/2022/09/39**

**SALARY** : R321 543 per annum, (plus benefits)  
**CENTRE** : Don Mattera CYCC  
**REQUIREMENTS** : A three (3) year' Tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Administration with 2-3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework, systems, and procedures in the Public Sector. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and Competencies: Attention to detail, People centred and self-driven, Process orientated and procedural individual. Must have People Management skills, Report writing skills, Coordination skills, Planning and organising capabilities, Communication skills and Leadership skills.

**DUTIES** : Management of Human Resource Functions. Manage Human Resource Administration, functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions. Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff. Manage staff performance and development. Manage staff leave plan. Manage staff training needs. Manage staff grievances and disciplinary matters.

**ENQUIRIES** : Mr. M Masindane Tel No: (011) 723 9200  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Don Mattera Child and Youth Care Centre, First Avenue and Fourth Street Edenvale, 1610.

**FOR ATTENTION** : Mr. M Masindane Tel No: (011) 723 9200  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**POST 35/269** : **SENIOR ADMINISTRATIVE OFFICER: NPO MONITORING & EVALUATION**  
**REF NO: SD/2022/09/40**

**SALARY** : R321 543 per annum, (plus benefits)  
**CENTRE** : Johannesburg Metro Region  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6/7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and PowerPoint. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Supervisory experience will be an added advantage. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

**DUTIES** : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categorise them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.

**ENQUIRIES** : Ms CS Dukwana Tel No: (011) 355 9502



- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Johannesburg Metro Region 41 Fox Street, Private Bag X1, Johannesburg, 2000
- FOR ATTENTION NOTE** : Ms CS Dukwana Tel No: (011) 355 9502  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 35/270** : **SENIOR ADMINISTRATIVE OFFICER: FACILITY SOSHANGUVE SECURE CARE REF NO: SD/2022/09/41**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum, (plus benefits)  
: Soshanguve Secure Care  
: A three (3) year' Tertiary Qualification (NQF Level 6/7) in Facilities Management/ Occupational Health and Safety qualification or related qualification with 2-3 years' experience in the Facilities Management. A valid driver's license. Supervisory experience will be an added advantage. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Facilities Management functions in the Public Sector. Knowledge and understanding of Departmental Facilities Management systems, procedures and processes Skills and Competencies. Communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.
- DUTIES** : Upgrading of Infrastructure Identify infrastructure upgrading requirements. Prepare specifications for upgrading projects. Participate in Departmental tender processes. Monitor contractors on infrastructure upgrading projects. Maintenance of infrastructure. Identify infrastructure maintenance requirements. Prepare specifications for maintenance projects. Coordination of Occupational Health and Safety programme. Design occupational health and safety plan. Communicate occupational health and safety plan. Management of staff, performance, development, and training needs.
- ENQUIRIES APPLICATIONS** : Ms MA Ntlailane Tel No: 012 730 2012  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Soshanguve Secure Care, Soutpan Road, Block S Soshanguve, 0152.
- FOR ATTENTION NOTE** : Ms. MA Ntlailane Tel No: 012 730 2012  
: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
- POST 35/271** : **SENIOR ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: SD/2022/09/42**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum, (plus benefits)  
: Ekurhuleni Region  
: A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' supervisory experience in Fleet Management environment. A Valid driver's licence. Supervisory experience will be an added advantage. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.
- DUTIES** : Management of Staff, Staff Development and Training, Staff Leave Plan, Staff Grievances and Disciplinary matters. Management of GG Vehicles and assist with subsidized Vehicles in the Region. Monitor GG Vehicles inspections in the Region. Monitor booking of vehicles for repairs and servicing. Ensure compliance and monitoring of use of GG Vehicles. Implementation of policies, compiling of reports and monitoring of vehicle utilisation. Monitor the use of

petrol cards and investigate the use thereof. Update risks registers and conduct tracker analysis. Conduct information sessions on awareness of Fleet Management guidelines for officials within the Region Management of Staff, Staff Development and Training. Staff Leave Plan, Staff Grievances and Disciplinary matters.

**ENQUIRIES** : Mr Gift Mashele Tel No: (011) 820 0430  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region, 40 Catlin Street, Germiston, or Private bag x 1008, Germiston, 1401.  
**FOR ATTENTION** : Mr Gift Mashele Tel No: (011) 820 0430  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedure.

**POST 35/272** : **PERSONAL ASSISTANT REF NO: SD/2022/09/44, JOHANNESBURG METRO REGION REF NO: SD/2022/09/45 (X2 HEAD OFFICE)**

**SALARY** : R261 372 per annum, (plus benefits)  
**CENTRE** : Head Office and Johannesburg Metro Region  
**REQUIREMENTS** : Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. A valid drivers' license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

**DUTIES** : Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, printers, photocopiers, and shredder are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms C Dukwana Tel No: (011) 355 3502 - Johannesburg Metro Region  
 Ms T Mhense Tel No: (011) 355 7703 - Head Office  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Edura House Building, 41 Fox Street, Johannesburg or Private Bag X1, Johannesburg, 2000, for attention: MS C Dukwana Tel No: (011) 355 3502. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.  
 Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention: Ms T Mhense Tel No: (011) 355 7703 or posted to- Private Bag X35, Johannesburg, 2000. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/273** : **ADMINISTRATIVE OFFICER- FINANCE REF NO: SD/2022/09/46**

**SALARY** : R261 372 per annum, (plus benefits)  
**CENTRE** : Desmond Tutu CYCC  
**REQUIREMENTS** : A 3 Year Tertiary Qualification (NQF Level 6/7) in Finance / Financial Management with 1 – 2 years' relevant experience in administrative environment. A valid driver's licence. Knowledge of Public Sector Finance. Knowledge of legislative prescripts relating to Public Finance. Knowledge of Public Sector Finance. Computer Literacy and knowledge of Computer Software Programs i.e., MS Office package. Skills and Competencies Report

writing, communication, problem solving, interpersonal skills, planning and organizing skill.

**DUTIES** : Supervise the costing of budget inputs and consolidate budget inputs. Monitor budget and expenditure. Supervise financial administration functions and cashier services. Administer Place of Safety payments and other inter-governmental payment processes. Supervision of finance staff.

**ENQUIRIES APPLICATIONS** : Mr D Barnard Tel No: (012) 564 0640 162

: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 162 Tolbos Street, Florauna, Pretoria North, 0182, Demond Tutu CYCC

**FOR ATTENTION NOTE** : Mr D Barnard Tel No: (012) 564 0640

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**POST 35/274** : **INFORMATION OFFICER: NPO MONITORING AND EVALUTION REF NO: SD/2022/09/47**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)

: Head Office (Johannesburg)

: National Diploma or Degree in Information Management or Information Systems. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures and practices as well as the ability to capture data, operate computer and collecting statistics. Skills and Competencies: Computer skills, planning & organizing, communication skills, interpersonal relations, teamwork and flexibility.

**DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide financial administration support services in the component. Tracking payment of all the funded and signed NPO's using financial systems such as BAS, SAP etc.

**ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7678

: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office Johannesburg, 69 Commissioner Street. Thusanong Building or posted to – Private Bag X35 Johannesburg, 2000.

**FOR ATTENTION NOTE** : Mr Z Jaca Tel No: (011) 355 7678

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 35/275** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: SD/2022/09/48**

**SALARY CENTRE REQUIREMENTS** : R260 760 – R492 756 per annum, (within OSD framework)

: Fabian & Florence Rebeiro Treatment Centre

: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification. Registration with the SANC as Professional Nurse. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures, Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical Report writing, Monitoring and Evaluation, Communication, People Management Skills, Interpersonal Skills and Leadership Skills.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**ENQUIRIES APPLICATIONS** : Ms Samantha Hutchinson Tel No: (012) 734 8325

: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development., Fabian & Florence Rebeiro Treatment Centre. Zonderwater Prison, Cullinan, 1000.

**FOR ATTENTION** : Ms Samantha Hutchinson Tel No: (012) 734 8325

**NOTE**

: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.