

**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.ppg.gov.za](http://www.professionaljobcentre.ppg.gov.za)
- CLOSING DATE** : 28 October 2022
- NOTE** : Applications must be submitted on a NEW Z83 form (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 POST**

- POST 39/203** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: REFS/015256**  
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (plus benefits)  
: Johannesburg  
: A three-year National Diploma/B Degree in Risk Management/Public Administration/Public Management/Commerce/Auditing. 2 – 3 years' relevant experience in a Risk Management/Audit environment. Knowledge of government procedures and practices, Risk Management Principles and Practices. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations. Research and facilitation skills, ethics, communication skills (Verbal & Written), Planning and organizing, relationship management skills, analytical and thinking skills, problem-solving skills. Proficient in MS Office packages.
- DUTIES** : Provide inputs into the Risk Management Framework. Facilitate the risk assessments for each Business Unit and update the risk register quarterly. Obtain evidence for control assessments and progress on action plans on a monthly basis. Obtain and collate feedback from Senior Managers on updates to the risk registers and progress of action plans. Conduct BIA's and update the BCP. Co-ordinate BCP tests. Facilitate and co-ordinate all training sessions. Follow-up on internal and external audit implementation plans. Gather risk information for reporting to business units and governance structures.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648

**DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the following X2 post (**For JHB Health District**) were advertised in Public Service Vacancy Circular 37 dated 30 September 2022, The Notes have been amended as follows (1) Operational Manager Nursing (PHC) Ref No: REFS-000015 (X4 Posts) and (2) Assistant Manager Nursing (PHC) Ref No: REFS-000014 (X1 Post) Notes: Applications must be submitted on the new Z83 form. The application form is obtainable from any

Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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 Gauteng Department of Health (Johannesburg Health District-Sub District G). 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, 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. Incomplete applications or applications received after closing date will not be considered. Closing date: 21 October 2022.

#### **OTHER POSTS**

- POST 39/204** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015235 (X2 POSTS)**  
 Directorate: Paediatrics
- SALARY** : R1 122 630 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration (2022\2023). No experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and/or participate in the research program in the department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Aptitude for increasing the “footprint” Paediatric services across the CHBAH hospital cluster. Clinical skills to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment). Supervising the management of and managing paediatric patients, and coordinate any services required for patient care. To provide clinical care/ services in the general paediatric wards (both inpatients and outpatients services). To assist in providing clinical services in paediatric subspecialties as determined by the department of Paediatrics. Successful candidates will be required to work in the following subspecialty clinics: Rheumatology, Neurodevelopment and any other clinic in need as determined by the Department of Paediatrics at the time of Appointment.
- ENQUIRIES** : Prof Velaphi Tel No: (011) 933 8400/ 8416

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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 only. 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, 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. CHBAH 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** : 28 October 2022
- POST 39/205** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015236 (X 2 POSTS)**  
Directorate: Paediatrics (Neonatology)
- SALARY CENTRE REQUIREMENTS** : R1 122 630 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics. Registration with the Health Professions Council of South Africa (HPCSA) as Speciality. Proof of current HPCSA registration for 2022/2023. No Experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients, and outpatient's services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and /or participate in the research program in the Division / Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team.

Ability to work in a multi-disciplinary team. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).

**ENQUIRIES** : Prof Velaphi Tel No: (011) 933 8400/ 8416  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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 only. 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, 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. CHBAH 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** : 28 October 2022

**POST 39/206** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015237 (X1 POST)**  
Directorate: Obstetrics and Gynaecology

**SALARY** : R1 122 630 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration (2022\2023). No experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant

administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing reports. Assist the Clinical Head with Administration responsibilities. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).

**ENQUIRIES**  
**APPLICATIONS**

: Prof Y. Adam Tel No: (011) 933 8156  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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 only. 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, 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. CHBAH 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**

: 28 October 2022

**POST 39/207**

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015238 (X2 POSTS)**  
Directorate: Radiology

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: Grade 1: R1 122 630 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and Proof of current HPCSA registration for 2022/2023. No experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).

**ENQUIRIES** : Prof V Mngomezulu Tel No: (011) 933 8393/0193  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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 only. 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, 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. CHBAH 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** : 28 October 2022

**POST 39/208** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015240 (X1 POST)**  
Directorate: Paediatric Surgery

**SALARY** : R1 122 630 per annum, (all inclusive)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and Proof of current HPCSA registration for 2022/2023. No experienced. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES** : Dr. Dr KM Mustafa Tel No: (011) 933 9335
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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 (Chris Hani Baragwanath Academic Hospital). 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 only. 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, 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. CHBAH 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**

28 October 2022

**POST 39/209**

**OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 586 (X1 POST)**

Directorate: Orthopaedic (Nursing)

**SALARY**

R571 242 per annum, (plus benefits)

**CENTRE**

Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

Basic R425 qualification (i.e., Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Medical and Surgical Nursing Science (Orthopaedic Nursing). Current registration with the South African Nursing Council. A minimum of Nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least Five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the One (1) year post-basic qualification in Medical and Surgical Nursing Science (Orthopaedic Nursing). A post basic qualification in Health Services Management will be an added advantage. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Report writing skills. Ability to work independently and innovatively. Knowledge of legal prescripts that regulate Nursing and Health Services. Ability to take charge and make appropriate independent decisions. Decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, Ideal Hospital Realization framework and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary. Knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES**

Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses. Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

Mr. B Mulaudzi Tel No: (011) 933 9779/0134

**APPLICATIONS**

Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital).



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 only. 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, 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. CHBAH 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** : 28 October 2022
- POST 39/210** : **CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION CONTROL REF NO: STDH/2022006 (X1 POST)**  
Directorate: Nursing services
- SALARY CENTRE REQUIREMENTS** : R450 939 – R507 531 per annum, plus benefits  
: Sizwe Tropical Disease Hospital  
: Grade 12 (STD10). Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse with SANC, a minimum of seven (7) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years' experience in infection prevention control will be an advantage. Infection Control certificate with recognised institution will be an added advantage. Computer Literacy will be an added advantage. Good communication skills. Knowledge in infection prevention control, waste management Regulations and policies. Guidelines in application of clinical infection prevention control policies, current Health and public Legislations. Nursing Act, MDR TB, HIV Aids Guidelines and other Legislative framework theory and ethics.
- DUTIES** : Facilitate, coordinate and review National Provincial and Regional legislation regarding infection control, waste management Policies and protocols and monitoring thereof. Implement and maintain an effective Hospital Infection Surveillance System in alignment with infection Prevention control policies. Monitor the utilization of finance, human and material resources. Promotion of awareness on outbreaks, develop and monitor implementation on infection prevention control and waste management standards operating procedure (SOP's) for the institution. Conduct training, compile monthly, quarterly, and annual Infection prevention control and waste management reports. Ensure that nosocomial infections are investigated and reported. Ensure compliance to Infection prevention control, waste management policies. Conduct periodic audits to ensure compliance to infection prevention control and waste management policies. Develop and monitor an ongoing hand washing hygiene in the Hospital. Assist in quality improvement and OHS matters within the institution. Represent Infection prevention and control and waste management at all management and other meetings as required. Participate in some committees as delegated.
- ENQUIRIES** : Ms BM Rikhotso Tel No: (011) 531 – 4304/2

- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : The application must include only fully 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 28 October 2022
- POST 39/211** : **CLINICAL PROGRAMME COORDINATOR REF NO: TDHS/A/2022/96**  
Directorate: Health & Outreach Programmes
- SALARY** : R450 939 – R588 390 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Other Skills / Requirements: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience as a clinician in Child Health Unit. Current proof of registration with SANC (2022). Computer Literacy; Valid Driver's License.
- DUTIES** : Alert Health Care Workers and Managers on Surveillance activities. Conduct regular, active surveillance visits to Health Facilities within the District according to the priority level of facilities. Provide ongoing support to Sub-District and Facilities to improve quality of surveillance. Support activities to improve quality of surveillance for targeted EPI / CDC priority conditions (e.g., conducting record reviews, obtaining clinical notes, cold chain maintenance). Assist CDC Coordinators in conducting investigation and in responding to outbreaks. Liaise with EPI / CDC, Facility Managers (including Hospitals) and Provincial Surveillance Officer. Liaise with other Sub-Directorates / Programs (e.g., Environmental and Port Health, Infection Prevention and Control, Health Promotion, Nutrition). Conduct training on Notifiable Medical Conditions; NMC APP, Communicable Diseases; that is Case Definitions, Notification process and all priority conditions like AFP; Measles, Neonatal Tetanus and AEFI . Monitor the burden of a disease over time, detect changes in disease occurrence (e.g., outbreaks), determine risk factors for the disease and populations at greatest risk, guide immediate public health actions for individual patients or the community, guide programs .Monitoring of Outbreaks within the District and compilation of Line List for each Outbreak or Pandemic. Conduct investigation of outbreaks including food poisoning and compilation of Outbreak report.
- ENQUIRIES** : Mrs Lekwetji Komane Tel No: 012 4519213  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of

Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 28 October 2022
- POST 39/212** : **ASSISTANT DIRECTOR: FINANCE & SCM REF NO: TRH 17/2022**  
(Re-advertisement, applicants who previously applied must re-apply)  
Directorate: Financial Management
- SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Hospital  
**REQUIREMENTS** : Degree (NQF 7) in financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 years relevant experience in a financial management of which 2 years must be as a Finance Controller or equivalent in Financial Accounting within the Public Sector. Knowledge and experience in PFMA, Treasury regulations and relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP, SRM, MEDSAS, etc. Computer literacy and in depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Needs to be able to manage finance with effective supply chain oversight, develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.
- DUTIES** : Manage the hospital's budget, expenditure and all other financial areas with effective supply chain oversight. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.
- ENQUIRIES** : Mr. MG Polo Tel No: (012) 354 – 6816  
**APPLICATIONS** : Applications must be hand delivered to Tshwane Rehabilitation Hospital Cnr Dr Savage and Soutpansberg Road, Pretoria or e-mailed to: [Godfrey.Polo@gauteng.gov.za](mailto:Godfrey.Polo@gauteng.gov.za). No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and a recent updated Curriculum Vitae (only). 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. Males and people with disability are encouraged to apply. No applications will be considered after the closing date.

- CLOSING DATE** : 28 October 2022
- POST 39/213** : **OCCUPATIONAL THERAPIST REF NO: CCRC/OT/01/09/2022**  
Directorate: Allied
- SALARY** : R322 746 per annum, (including benefits)  
**CENTRE** : Cullinan Care & Rehabilitation Centre  
**REQUIREMENTS** : Degree in Occupational Therapy or an appropriate qualification that allows for the required registration with the health profession council of South Africa (HPCSA) as an occupational therapist. Completion of community service and registration with HPCSA in Occupational Therapy. Proof of current registration with HPCSA as an Occupational Therapist for 2022-2023 period (only when shortlisted). Planning, Filing and organizing skills, good communication skills (written and verbal). Knowledge of public service legislations, policies, procedures and other related health policies. Knowledge of PFMA and related legal frameworks. Experience in neurology, psychiatry and disability. Computer literacy and Valid Driver's license.
- DUTIES** : Plan, coordinate and implement Occupational Therapy Services. Provide leadership, expert advice on complicated clinical conditions. Supervising OTA/OTT and Community Service OTs. Participate in professional development activities. Implementing of effective record keeping, accurate statistics collection and analysis. Ensure compliance with quality assurance standards.
- ENQUIRIES** : Mr. SMG Mabe Tel No: (012) 734 7000 x 246  
**APPLICATIONS** : Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : The applications must be submitted on signed new Z83 with a comprehensive CV only. Certified copies of ID and qualifications to be submitted only if shortlisted.
- CLOSING DATE** : 28 October 2022 at 12 noon
- POST 39/214** : **FINANCE CLERK: ADMIN REF NO: TDHS/A/2022/97**  
Directorate: Finance
- SALARY** : R176 310 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 with 1-2 years secretariat/admin experience in Financial management, or degree/diploma/certificate or equivalent will be added as an advantage. Other Skills / Requirements: Knowledge and experience in BAS, SAP and SRM. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Must have planning and organizational skills. Good written and verbal communication skills are needed.
- DUTIES** : The incumbent Perform administrative duties, relating to all programs and all Facilities mandates. Planning and organizing operations of the Deputy Director and Assistant Directors. Order and monitor stock ensuring availability of stationery and other consumables in the office. Write memos, letters and any other documents as requested by Deputy Director and Assistant Directors. Manage and support finance staff with other duties on hand. Perform all other duties as delegated by the Deputy Director and Assistant Directors. Manage RLS01 compliance from Supply chain management for signature control by Deputy Director. Manage and capture Register for RLS01 from Supply Chain Management, leave form and other documents for finance staff. Update Demand Plan spreadsheet as the process of buying is unfolding. Collect and Distribute Pay slips, Scribing Minutes. Managing Attendance Register Safekeeping of Finance documents, Filing of minutes, VA2's, PMDS, IRP5 and Leave Forms. Supervising, controlling, and coordinating the activities of the Deputy Director. She must look after all staff matters. Send monthly reports to

facilities and programs in Tshwane District Health Services. Safekeeping of Basic Accounting records and face value documents. Perform any delegated duties related to Finance.

**ENQUIRIES APPLICATIONS** : Paultrina Kganyago Tel No: (012) 451 9099  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

**CLOSING DATE** : 28 October 2022

**POST 39/215** : **KEYBOARD OPERATING CLERK REF NO: TDHS/A/2022/98**  
Directorate: HAST

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Tshwane District Health Services  
: Grade 12 with a minimum of three years' experience in capturing, maintaining and installing Tier.net. Knowledge of DHIS and facility based monthly routine data reporting tool. Extensive knowledge and understanding of Tier.net modules. Proficient in word, excel, power-point and email programmes. Working knowledge of HAST programme, data management systems and record management. Good communication skills. Must be able to function under pressure. Ability to facilitate and coordinate data validation and verification. Knowledge of WebDHIS and facility based monthly routine data reporting tool. Good analytical and interpersonal skills.

**DUTIES** : Support and maintain sub-district Tier.net for all facilities that are implementing the electronic TB/HIV and or EDRWeb.net register. Collect and collate individual facilities dispatch files at facilities. Ensure that data processes are adhered to at all levels according to DHIMS policy. Support facility with HAST health information matters. Conduct facility audits. Facilitate training pertaining to Health Information and M&E. Perform all duties as delegated by the Supervisor.

**ENQUIRIES APPLICATIONS** : Mr. Molebogeng Raphiri Tel No: 012 451 9181 / 082 044 7862  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception. No faxed applications will be considered.

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

**CLOSING DATE** : 28 October 2022

**POST 39/216** : **SENIOR MATERIAL RECORDING CLERK REF NO: UPOHC/SMRC/10/2022**  
Directorate: Supply Chain Management: Finance

**SALARY** : R176 310 per annum (Level 05), (plus benefits)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : BCom/ National Diploma (Supply Chain Management) with at least 6 months working experience or Grade 12 certificate with 1 year working experience in Supply Chain management, specifically in Acquisition (buying). Must be computer literate, good understanding of supply chain Policy, PAS 1, PAS 2, PFMA, Treasury regulations, BBBEE, PPPFA, Inventory Management. Experience of voted funds and various grants and Contract Management Policy. Other skills required: Ability to work under pressure and good interpersonal skills. Problem solving skills, Creativity, and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time Management.

**DUTIES** : Obtaining quotations from CSD & outsourced suppliers. Creation of shopping cards on SRM system. Handling of all P-Card related matters including the creation/payment of purchase orders on P-Card system. Handling of specifications/creation/linking of material master numbers. Preparation of quotation adjudication committee documents. Posting of buy-out items/store items. Communication with end-users/Central Office and suppliers regarding purchase orders. Follow-up on outstanding matters. Monthly reconciliation of various grant purchases. Record keeping. Part of stock taking team. Adherence to all Supply Chain Management prescripts/regulations. Perform any other reasonable task allocated. Participate in the Performance Management Development System (PMDS).

**ENQUIRIES** : Ms L Oelofse Tel No: (012) 301 5703  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila Tel No: 012 301 5713, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001. No faxed or email applications will be considered.

**NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 28 October 2022

**POST 39/217** : **ENROLLED NURSE REF NO: CCRC/EN/01/09/2022 (X4 POSTS)**  
Directorate: Nursing

**SALARY** : R173 952 per annum, plus benefits  
**CENTRE** : Cullinan Care & Rehabilitation Centre  
**REQUIREMENTS** : Professional qualification that allows registration with the SANC as enrolled Nurse. Experience None. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act. Patient Rights Charter, Batho-Pele principles, National Core Standards, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Basic communication skills. Basic writing skills. Ability to function as part of a team. Basic interpersonal skills. Elementary facilitation skills.

**DUTIES** : Development and implementation of basic patient care plans. Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Mr. T. L. Moloi Tel No: (012) 734-7215  
**APPLICATIONS** : Applications should be hand delivered to Cullinan Care and Rehabilitation Centre: Human Resource Department; Zonderwater Road; Cullinan or posted to Cullinan Care and Rehabilitation Centre; Human Resource; Private Bag X 1005, Cullinan; 1000. Applications should be delivered by 12h00 pm (Noon) on

- the closing date including posted mails. No e-mailed applications will be accepted.
- NOTE** : Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Internal Applicants must fill in application on a New Version Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed Z83 form should be accompanied by a recently updated CV only. Applicants must indicate the post reference number on their applications. Certified copies of qualifications will be requested for only shortlisted candidate. (Only) Candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Disabled, Whites and Coloured people 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** : 28 October 2022
- POST 39/218** : **ENROLLED NURSING AUXILIARY REF NO: CCRC/ENA/01/09/2022 (X8 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R134 514 per annum, plus benefits  
: Cullinan Care & Rehabilitation Centre  
Qualification that allows registration with the South African Nursing Council (SANC) as Enrolled Nursing Assistant and proof of current registration (only when shortlisted). Must be able to work within a multidisciplinary team. Must be able to work in a high-pressure environment. Must have good communication skills and be able to maintain patients and relatives respect and dignity.
- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Demonstrate basic understanding of nursing procedures. Must be able to carry out legal instructions.
- ENQUIRIES APPLICATIONS** : Mr. T. L. Moloi Tel No: (012) 734-7215  
: Applications should be hand delivered to Cullinan Care and Rehabilitation Centre: Human Resource Department; Zonderwater Road; Cullinan or posted to Cullinan Care and Rehabilitation Centre; Human Resource; Private Bag X 1005, Cullinan; 1000. Applications should be delivered by 12h00 pm (Noon) on the closing date including posted mails. No e-mailed applications will be accepted.
- NOTE** : Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Internal Applicants must fill in application on a New Version Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed Z83 form should be accompanied by a recently updated CV only. Applicants must indicate the post reference number on their applications. N.B. certified copies of qualifications will be requested for only shortlisted candidate. Candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Disabled, Whites and Coloured people 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** : 28 October 2022

**OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, ([www.gautengonline.gov.za](http://www.gautengonline.gov.za))
- CLOSING DATE** : 28 October 2022
- NOTE** : The completed signed new Z83 must be accompanied by a comprehensive Curriculum Vitae (CV) ONLY and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical

exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

### MANAGEMENT ECHELON

- POST 39/219** : **CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: 015199**  
Branch: Institutional Development Support & Integrity Management
- SALARY** : R1 269 951 – R1 518 396 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An appropriate undergraduate NQF level 7 qualification in the field Public Administration, Social Science, Auditing, Accounting, Anti-Corruption or Ethics Management or a related field. Certified Fraud Examiners (CFE) qualification will be an added advantage. 5 to 10 years' experience in the Senior Management position with proven managerial skills of which 3 years should have been in public sector environment. Must have knowledge and understanding of Ethics Management, Management GPG policies and programmes and existing legislation and policy frameworks informing the scope of work. Competencies: Advanced strategic planning and organizing skills; analytical, conceptual and writing skills; strong leadership, people management, conflict resolution and interpersonal skills; good programme and project management; stakeholder management; communication, public speaking and presentation skills; good financial, human resource management and other management skills.
- DUTIES** : Develop Provincial Integrity Management Framework and Anticorruption Policy for the GCR. Ensure the development of vetting strategy and transversal security management policies. Develop monitoring mechanisms for managing the implementation of the integrity. Co-ordinate and oversight GCR wide integrity management. Manage stakeholder and Anti-corruption communication. Develop monitoring mechanisms for the implementation of the integrity management policies for the province. Drive Provincial Anti-Corruption Forums to ensure proper implementation of Anti-corruption summit resolutions. Conduct audits and verification of financial disclosures to ensure that public officials do not conduct business with the government. Management of cases received from the National Anti-Corruption hotline. Manage the Financial and Human Resources of the Chief Directorate.
- ENQUIRES** : Ms Pheliswa Khuzwayo Tel No: (011) 355 6730

### OTHER POSTS

- POST 39/220** : **DEPUTY DIRECTOR: STATUTORY REPORTING- ECONOMIC CLUSTER REF NO: 015189**  
Chief Directorate: Performance Monitoring and Evaluation
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An appropriate NQF level 7 in Economics or equivalent qualification plus a minimum of 3 years relevant experience in the use of performance information management, planning and reporting. A minimum 2-3 years at junior



management level experience. Experience in managing and analysing performance information from various departments or institutions. Working knowledge of the outcomes-approach and the theory of change approach to support evidence-based decision making. Solid knowledge of government planning frameworks, and strategic management within the public sector. Knowledge of Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, DPME and relevant legislation. Working knowledge of the public service. Excellent written and verbal communication skills. Excellent understanding of the link between institutional performance and sector performance. Excellent computer skills and advanced MS Excel and PowerPoint. Ability to produce quality work, manage deadlines and work under pressure; proven experience of analysing performance information for alignment and verification; Ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of Performance information and indicators.

**DUTIES** : Develop performance reporting for the Economic cluster for the Gauteng Provincial Government in line with the developmental goals of Gauteng in all priority sectors, as well as the relevant mandates. Produce exceptional quarterly and drilling down reports, to support policy improvement and planning. Carry out effective strategic analysis to improve performance reporting for the Economic cluster. Implement statutory reporting process and produce quality credible reports for Economic cluster. Advocate for the improvement of the use of performance information and analyses of provincial plans in respect of medium and long 5 term strategic goals, priorities, and objectives. Implement monitoring frameworks to enhance the reporting on strategies and policies within the economic cluster. Coordinate relevant networks and structures to develop strategies of ensuring that performance information and reporting is optimized. Implement performance information management, verification and registry systems and documentation to support the performance information for the Economic cluster. Prepare presentations, plans, reports, updates by using performance information for the Economic cluster. Provide strategic review of progress and achievements compared to plans, and outcomes. Analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies, prescribed governance frameworks and prepare presentations as required. Analyse all departments and agencies', within the Economic cluster, performance reports and report adequately. Develop and implement reporting tools in consultation with other Provincial stakeholders.

**ENQUIRES** : Ms Gugulethu Tshabalala Tel No: (011) 355 6178

**POST 39/221** : **ASSISTANT DIRECTOR: INVESTIGATION REF NO: 015263**  
Branch: Institutional Development Support & Integrity Management

**SALARY** : R477 090 – R561 981 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An appropriate NQF level 7 qualification in Fraud Examination /Forensic Investigation/ Legal/Internal Auditing/Accounting/Finance. Certified Fraud Examiner (CFE) Certification designated by the Association of Certified Fraud Examiners (ACFE) will be an added advantage. 3-5 years' experience in a forensic environment or public accounting or internal audit, or similar discipline with responsibilities of performing forensic and or fraud investigations. Planning and organizing, Project management. Decision-making skills and Forensic investigation report writing. Valid driver's license.

**DUTIES** : Provide inputs into the development and implementation of policies, processes, procedures and guidelines of the investigation of reported cases. Compile detailed Engagement Letters to different stakeholders. Develop an Investigation Plan for every allocated investigation cases. Provide inputs into the development of investigations project plans. Investigations to be carried out in terms of the approved project plan. Gather sufficient and appropriate evidence using approved investigation methodology and legally accepted procedures (evidence that must be admissible in a court of law, disciplinary proceedings, and civil law). Gather and maintain a wide variety of public and private sources of information and or evidence to support the investigation function. Conduct interviews with officials/persons who can provide clarity or

are suspected to have committed irregularities. Obtain statements from complainants and witnesses in the execution of the investigations to ensure that all angles of evidence are covered. Obtain expert opinion where required. Follow leads on all areas of investigation. Conduct site visits for investigative or information purposes, as requested by the oversight manager. Trace flow of transactions through records as per requirements of assignments. Performs reconciliations of information as per requirements of assignments. Identify the loss that the organization suffered. Develop an Action Plan for all recommendations made in the investigation. Attend disciplinary hearings and or court hearings to testify when required. Ensure that all investigation activities and gathered evidence is loaded in the ICM. Maintain a digital copy of the case docket on the investigations case management systems (ICMS). Upload the final reports on ICM. Produce quality forensic investigation report. Conduct investigation quality review of team members. Submit Weekly Investigation Plan. Compile narrative and statistical monthly and quarterly reports. Management of staff leave. Compile and submit all required administrative reports. E.g. Declarations, Gift and Hospitality Registers. Serve on transversal task teams as required. Identify and manage training and development of team members.

**ENQUIRES** : Ms Phindi Maserumule Tel No: (011) 355 6730

**POST 39/222** : **ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 015232**  
Directorate: Corporate Communications

**SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum, (plus benefits)  
Johannesburg

An appropriate National Diploma (NQF level 6) in Graphic Design, Fine Arts, computer animation, digital arts, motion graphic design or related field of qualification, as recognised by SAQA. Minimum 3 years graphic design skills, photo, media production skills. Education, experience, or proficiency with specific animation software platforms is also preferred. Strong interpersonal, communication, presentation, and IT skills. Attention to detail, adaptability, and receptiveness to feedback and direction. Ability to work independently or with a team to create, develop concepts and solve problems. Experience in managing projects, co-ordination of work, time management and quality of work. Understanding of animation, storytelling, animation, and character development techniques is an added advantage. Experience in an advertising agency or printing environment and knowledge of Apple Macintosh computer literacy and proficiency in Adobe Creative Suite experience.

**DUTIES** : Technically proficient in all design hardware and software tools including but not restricted to Apple Mac's Hardware and Adobe Suite software and related animation software. Develop creative concepts, story boards and design media products for different formats, segmented audiences and for all print, broadcast and digital channels of communication. Handle creative jobs from writing a brief, concept development through to publishing. Collaborate with the client and production team to create a brief. Must be able to provide advise and guidance to clients on all design tasks. Collaborate on overall look and feel for all design products. Review and edit text, graphics, or other materials created by content developers and design products for publication on platforms specified by clients. Integrate text and images to ensure creative cohesive material for clients and conceptualised products in line with client's briefs. Obtain photographs, images, logos, illustrations and other graphics required for use in creative designs. Ensure that the corporate identity manual is adhered to and protected, and all products designed complies with the CI requirements. Promote the correct use of corporate identity of the Gauteng Provincial Government and Brand Gauteng. Assist junior designers/interns with their outputs. Prepare print ready files and provide support services to the client. Support projects onsite as required for major projects for timely design and distribution of products. All finished products are archived on the server and backed up to disk. Maintain a database of all work. Animation: Design story boards, create and edit animations. Use creativity and artistic techniques to tell a story or provide information in visual form. Participate in the Designers forum in the province. Research industry trends and developments and learning new applications.

**ENQUIRES** : Ms Phelisa Khuzwayo Tel No: (011) 355 6730

**NOTE** : A candidate must attend the interview with a portfolio of his/her work published or conceptualised. The portfolio could be brought on a USB or printed on the conventional portfolio presentations with some proof of publication. No portfolio no interview.

**POST 39/223** : **FORENSIC INVESTIGATOR REF NO: 015264 (X3 POSTS)**  
Branch: Institutional Development Support & Integrity Management

**SALARY** : R321 543 – R378 765 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An appropriate NQF level 6 in Investigations or a National Diploma in Forensic Investigation / Policing / Criminal Justice and/ B Proc / LLB, and a Certified Fraud Examiner (CFE). Certification designated by the Association of Certified Fraud Examiners (ACFE). 2-5 years' experience in the forensic environment or public accounting or internal audit, or similar discipline with responsibilities of performing forensic and or fraud investigations. Planning and organizing skills, Project Management skills, Stakeholder engagements, Computer literacy advanced, Communications skills and Forensic investigation report writing skills. Valid driver's license.

**DUTIES** : Develop and prepare Investigation Plan in line with Engagement Letter. Ensure the inclusion of Digital Forensic in the planning phase. Assist in conducting forensic investigations (preliminary and or comprehensive) in line with the Forensic Methodology and Investigation Plans. Obtain sufficient and appropriate evidence or information using approved investigation methodology and legally accepted procedures (evidence that must be admissible in a court of law, disciplinary proceedings and civil law) and maintain the chain of custody. Conduct interviews with officials/persons who can provide clarity or are suspected to have committed irregularities. Request expert opinion where necessary. Obtain statements or affidavits from complainants and witnesses in the execution of the investigations to ensure that all angles of evidence are covered. Conduct site visits for investigative purposes. Trace flow of transactions through records as per requirements of assignments. Performs reconciliations of information as per requirements of assignments. Ensure that all investigations conducted included digital evidence and are supported by the same where necessary. Identify the loss that the organization suffered. Attend disciplinary hearings and or court hearings to testify when required. Ensure that all investigation activities and gathered evidence is uploaded and updated on the ICM. Maintain a digital copy of the case docket on the Investigation management systems (ICMS). Upload the final reports on ICM. Provide forensic investigation reports (preliminary and or comprehensive forensic report) (1st draft, 2nd draft and a final report) within the allocated time frames as per the Investigation Plan. Assist team members to achieve the objectives of the unit and that of the department.

**ENQUIRIES** : Ms Phindi Maserumule Tel No: (011) 355 6730

#### **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.***

**CLOSING DATE** : 28 October 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. Where a driver's license is essential, such a license should be attached (only when shortlisted). 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 GDSD 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.

#### **MANAGEMENT ECHELON**

- POST 39/224** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SD/2022/10/01**
- SALARY** : R1 073 187 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 SMS guidelines per annum).
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Applicants must be in possession of a three(3) year qualification at (NQF level 7) recognized by SAQA in Supply Chain Management/Logistics/Finance coupled with 5 years relevant middle or senior management experience. Attach the Senior Management level Services Pre-Entry Certificate (only when shortlisted). A valid driver's licence. Knowledge of the Constitution of the RSA, Department's Constitutional mandate, experience and working knowledge of The Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Preferential Procurement Act and Regulations, and other SCM related legislative frameworks. Knowledge, skills and experience in Demand Management and Customer Care, tender and contract management, logistics and disposal services, asset management, risk management related to SCM functions and financial management. Skills And Competency: Computer literacy, excellent skills related to strategic capability and leadership, people management and empowerment, programme and project management, financial management, knowledge management, change management, service delivery innovation, problem solving and analysis, client orientation and customer focus. Excellent verbal and written communication skills and interpersonal relationships; proven experience in managing relationships with relevant stakeholders.
- DUTIES** : Manage the demand management function and customer relations services. Manage the effective and efficient rendering of tender and contract management services as well as the provision of procurement services. Manage and coordinate logistics and disposal services. Manage the asset management function. Drive risk identification, management and monitoring related to SCM and Assets Management functions. Provide support and advisory services to Senior Management, end users and various committees on SCM related matters. Monitor the services for BAC and bid specification committees. Act as BBEEE Champion for GDSD. Monitor the submission on reports to relevant stakeholders. Ensure effective and efficient management of the human and financial resources of the Directorate.
- ENQUIRIES** : Mr O Mkhabela Tel No: (011) 355 7937
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION** : Mr Oupa Mkhabela Tel No: (011) 355 7937
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 39/225** : **DIRECTOR: EXECUTIVE SUPPORT HEAD OF DEPARTMENT REF NO: SD/2022/10/02**

**SALARY** : R1 073 187 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 SMS guidelines per annum).

**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Applicants must have an appropriate and equivalent Post Graduate Qualification NQF level 7 which may include Social Science and / or Administration. A Social Work Degree would be an added advantage with registration with South African Council Social Service Profession. The applicant must have at least five (5) years' experience and exposure at a senior strategic and operational management level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. It is essential that the successful applicant is ICT literate - MS Word, Excel and PowerPoint. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies of the government and oversight Institutions. Working knowledge of the functioning of Local/ Provincial/ National Government. In possession of the Senior Management level Pre-Entry Certificate. A valid driver's licence.

**DUTIES** : The successful candidate will: Lead and manage the administrative responsibilities and accountability for efficient and effective strategic and operational functioning of the Department; Manage the functional administrative support of the Office of the HOD. Manage the provision of executive, secretariate and logistical support for the Office of the HOD. Manage and oversee the administrative and operational interface between the Department and all external stakeholders including Office of the Premier, Oversight Institutions and other Government Departments (Provincial and National). Manage and support in the coordination, implementation and achievement of the objectives of the Departmental intergovernmental framework; Manage the development and implementation of the strategic, operational, financial and human resources of the Office of the HOD. Provide and effectively manage the linkages and liaison of the Office of the HOD with Executive Management and the Office of the Executive Authority. Provide quality assurance and oversight on documentation including correspondence, submission and memorandums. Provide support in ensuring effective operational and governance compliance of the Department.

**ENQUIRIES** : Mr O Mkhabela Tel No: (011) 355 7937  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION** : Mr Oupa Mkhabela Tel No: (011) 355 7937  
**NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

#### **OTHER POSTS**

**POST 39/226** : **ASSISTANT DIRECTOR: SECRETARIAD- OFFICE OF THE HOD REF NO: SD/2022/09/22**  
Re-advertisement (People who have previously applied are encouraged to reapply)

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Administration/ Office Management/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 skills, people management and empowerment, client orientation and customer focused, service delivery innovation, effective writing, computer and analytical skills.

**DUTIES**

: Provide Executive Secretariat Services to MEC and HOD Executive Management Meetings in line with the necessary governance and administrative compliance protocol. Prepare and quality assure all necessary documents for Executive meetings i.e compile minutes, agenda, invitations, attendance register and Information Packs of the meetings. Track all resolutions and progress with Senior and Executive Management within a stipulated time frame. Ensure Effective & Efficient File Management System (Manual and electronic Systems). Manage and coordinate Executive Council Programme in the Office of the HoD in terms of Priority Programmes and Interventions as guided by Provincial Government. Quality Assurance of all Cabinet Memorandums and tracking of progress of all EXCO Council Resolutions. Manage the Finance and Procurement Management for all MEC and HOD Executive Management Meetings. Management of the Gift Policy of the Department in line with the Ethics Management Policy of the Department.

**ENQUIRIES**

: Mr Z Jaca Tel No: (011) 355 7678

**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.