

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration.

- APPLICATION** : Applicants must apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 11 November 2022
- NOTE** : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.gpg.gov.za> Note: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications. Kindly note that these positions were advertised in the Public Service Vacancy Circular 21 of 2022 dated 10 June 2022. Applicants who previously applied need to re-apply.

OTHER POSTS

- POST 41/270** : **DEPUTY DIRECTOR: SERVICE DELIVERY OVERSIGHT REF NO: REFS/015379**
Chief Directorate: Provincial Secretariat
- SALARY** : R744 255 per annum, (an all-inclusive remuneration package)
- CENTRE** : Eastern Corridor
- REQUIREMENTS** : Matric plus National Diploma (NQF level 6) /Bachelor's Degree (NQF7) equivalent qualification in preferably Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Provincial Secretariat environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Gauteng Safety Strategy. Reporting procedures. SAPS Act, regulations & amendments. SA Constitution. Interpreting& Evaluating Information. Verbal and written communication. Organizing/maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and Diplomacy. Teamwork. Discipline.
- DUTIES** : Manage analysis of data and compile reports on station visits. Manage analysis of and compile reports DVA audits. Manage analysis of and compile reports for QRS and GIPPS sessions. Lead team and offer strategic direction. Manage analysis of and compile reports on discipline management, corruption, complaints lodged against LEAs, implementation of IPID recommendations, DVA audits. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of

Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 41/271 : **DEPUTY DIRECTOR: SERVICE DELIVERY OVERSIGHT REF NO: REFS/015380**
Chief Directorate: Provincial Secretariat

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (an all-inclusive remuneration packages)
: Southern and Western Corridor
: Matric plus National Diploma (NQF level 6)/Bachelor's Degree (NQF Level 7) qualification in preferably Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Provincial Secretariat environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Departmental policies and procedures. Relevant Public Service Regulations. Gauteng Safety Strategy. Reporting procedures. SAPS Act, regulations & amendments. SA Constitution. Interpreting& Evaluating Information. Verbal and written communication. Organizing/maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and Diplomacy. Teamwork. Discipline.

DUTIES : Manage analysis of data and compile reports on station visits. Manage analysis of and compile reports DVA audits. Manage analysis of and compile reports for QRS and GIPPS sessions. Lead team and offer strategic direction. Manage analysis of and compile reports on discipline management, corruption, complaints lodged against LEAs, implementation of IPID recommendations, DVA audits. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 41/272 : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/015381**
Chief Directorate: Provincial Secretariat

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (an all-inclusive remuneration packages)
: Eastern Corridor
: Matric plus a relevant National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7) qualification preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.

DUTIES : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor

level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

- ENQUIRIES** : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
- POST 41/273** : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/015382**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (an all-inclusive remuneration package)
: Southern and Western Corridor
: Matric plus a relevant National Diploma (NQF level 6)/ Bachelor's Degree (NQF Level 7) qualification preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
- DUTIES** : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and

other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

- ENQUIRIES** : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
- POST 41/274** : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS RE NO: REFS/015383**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (an all-inclusive remuneration package)
: Northern Corridor
: Matric plus a relevant National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
- DUTIES** : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement

processes and directly manage the rollout in conjunction with the Office of the Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

- ENQUIRIES** : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669
- POST 41/275** : **DEPUTY DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: REFS/014384**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (an all-inclusive remuneration packages)
: Central Corridor
: Matric plus a relevant National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7) qualification preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration as recognised by SAQA. 5-7 years' relevant working experience of which 3 years must be at junior management level at an ASD level in the Criminal Justice System or Law Enforcement Agency environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Interpreting & Evaluating Information, Verbal and written communication, Organizing/maintaining information, communicating information, Computer Literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork, Discipline.
- DUTIES** : Ensure that the Corridor has democratically elected CPF structures, which are representative of the demographics. Ensure that established structures understand their role and responsibilities. Assist these established structures to develop their costed annual plans, which will be submitted to Provincial Coordination on the last quarter of each year. Ensure that all CPFs, SAPS and established community patrol teams are au fait of the contents of the Community Patrollers' Framework. Subject CPFs (Cluster Boards included) and Community Patrol teams to regular assessments and facilitate interventions where gaps are identified. Liaise with CPF Cluster Boards regarding the functionality of CPFs and their subsidiaries. Intervene where there is a breakdown in relations between the community and SAPS at corridor level. Identify training needs for CPFs, CSFs, Youth Desks, Elderly Desks and other Community Safety Structures at corridor level. Facilitate procurement processes and directly manage the rollout in conjunction with the Office of the

Corridor Director and Provincial Coordination. Keep all training related records. Ensure that received training certificates are distributed to relevant learners. Ensure that all volunteers working closely with the Department are screened by SAPS bi-annually. Ensure that each has a personal file and all required documents are fully completed in line with the Community Patrollers' Framework. Record details of all existing volunteers working closely with the Department at Corridor level on the electronic database system. Update the Electronic database system on a regular basis. Ensure establishment of CSF in the Corridor in line with the relevant policy. Regularly monitor the functioning of all established CSFs in the Corridor and submit reports. Jointly with the affected Cluster Board prepare for the deployment in the Corridor. Develop a deployment plan and monitor its implementation. Report on issues emanating from the deployment. Ensure deployment of identified patrollers on a regular basis. Solicit police support for the Kiosk. Keep proper records confirming the proper functioning of the kiosk and submit monthly reports. Prepare and submit accurate payment records to the Provincial Coordination timely. Interface with GDE at District level and affected CPF Cluster Boards on ensuring successful implementation of the programme. Liaise with the Provincial Coordination on issues requiring immediate intervention. Assist the GDE, CPF Cluster in dealing with payment related queries. Be prepared to manage other stipend paying projects depending on the need. Facilitate strategic planning session sessions for CPFs on annual basis and ensure that plans are developed. Submit these plans to the Provincial Coordination. Monitor implementation of these plans and provide support where it is needed. Ensure proper implementation of budget by monitoring, projecting, and reporting expenditure. Monitor spending maximized in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of sub-ordinates. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 41/276 : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/015385**
Chief directorate: provincial secretariat

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (an all-inclusive remuneration packages)
: Eastern Corridor
: Matric plus a recognised National Diploma (NQF level 6)/ Bachelor's Degree (NQF Level 7) qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management at an ASD Level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.

DUTIES : Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

POST 41/277 : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/015386**
Chief Directorate: Provincial Secretariat

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (an all-inclusive remuneration packages)
: Northern Corridor
: Matric plus a recognised National Diploma (NQF level 6)/ Bachelor's Degree (NQF Level 7) qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working

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| | | experience of which 3 years must be at junior management level at an ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills. |
| <u>DUTIES</u> | : | Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources. |
| <u>ENQUIRIES</u> | : | Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669 |
| <u>POST 41/278</u> | : | <u>DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/015387</u> Chief Directorate: Provincial Secretariat |
| <u>SALARY</u> | : | R744 255 per annum, an all-inclusive remuneration packages |
| <u>CENTRE</u> | : | Central Corridor |
| <u>REQUIREMENTS</u> | : | Matric plus a recognised National Diploma (NQF level 6)/ Bachelor's Degree (NQF Level 7) qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills. |
| <u>DUTIES</u> | : | Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources. |
| <u>ENQUIRIES</u> | : | Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669 |
| <u>POST 41/279</u> | : | <u>DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/015389</u> Chief Directorate: Provincial Secretariat |
| <u>SALARY</u> | : | R744 255 per annum, (an all-inclusive remuneration packages) |
| <u>CENTRE</u> | : | Southern/Western Corridor |
| <u>REQUIREMENTS</u> | : | Matric plus a recognised National Diploma (NQF level 6)/ Bachelor's Degree (NQF Level 7) qualification in preferably Social Sciences/ Community Development or Policing as recognised by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at an ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills. |
| <u>DUTIES</u> | : | Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school |

safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.

ENQUIRIES : Ms. Avhatakali Nemukula Tel No: 011 689 3845/073 464 0234/066 156 6669

DEPARTMENT OF EDUCATION

APPLICATIONS : **Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert.

District Ekurhuleni South (ES): Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa Tel No: (011) 389-6062

Gauteng East (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717

District Gauteng North (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ettlete Legodi Tel No: (012) 846 3652

District Johannesburg South (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957.

District Tshwane West (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451

CLOSING DATE : 11 November 2022

NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialed and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

OTHER POSTS

POST 41/280 : **DEPUTY DIRECTOR: SECRETARIAT SUPPORT SERVICES REF NO: HO2022/10/01**
Directorate: Office of the HOD

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/Public Management or related 3-year qualification plus a minimum of 3 years relevant working experience at Junior Management / Assistant Director within the secretariat or Administrative Support Environment. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Acts, Skills Development Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, White Paper of Transforming Public Services. Good verbal and written communication, Computer literacy, Change Management, Good inter-personal relations, Problem solving, Presentation, Innovation and creativity, People management, Policy development and research skills, Facilitation, Minute taking. A Valid driver's license.

DUTIES : Manage the provision of executive secretariat services to senior management meetings initiated by the HoD. Ensure that various internal and external stakeholders and inform them of documentation required for the senior management meeting. Ensure that logistic are arranged for internal and external meetings e.g boardrooms, equipment, data video projects, laptops, catering. Provide inputs for the drawing up of agendas for senior management meetings and ensure the distribution of agenda. Manage the implementation of the administrative systems and procedures within the Office of the Head of the Department. Manage effective and Efficient follow up system for the implementation of recommendations and resolutions emanating from senior management meetings. Develop and maintain a decision tracking grid. Manage the development, implementation, and maintenance of the internal filling system for the unit, in terms of the departmental filling prescripts. Manage administrative support to the Head of the Department's Office. Manage and prioritise incoming and outgoing mail, reports, and submissions for the HoD's Office. Manage Draft communique to be distributed in the department on the HoD's behalf. Supervision of Staff. Ensure that staff are assessed in line with the performance management policy. Identify the need for training and development of staff. Develop an operational plan for the sub-directorate and ensure that it's aligned to business objectives, goals and approved budgets. Monitor attendance register and leave records. Ensure staff is kept abreast of all new prescripts and policies. Prepare submissions, letters and internal memorandums

ENQUIRIES Ms. Lerato Machaka Tel No. 011 843 6532

POST 41/281 : **DEPUTY DIRECTOR: ORDER PROCESSING REF NO: HO2022/10/05**
Directorate: Procurement Management

SALARY CENTRE : R744 255 per annum, (all-inclusive remuneration package)
: Head Office, Johannesburg

REQUIREMENTS : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Supply Chain Management or related 3-year qualification plus a minimum of 3 years relevant working experience at Junior Management / Assistant Director in the Supply Chain Management environment. Knowledge Procurement Policies and Procedures, National Treasury Regulations, Public Finance Management Act, 1999. Computer Literacy, Good Verbal and Written Communication Skills, Planning and Organising, Problem Solving, People Management, Report Writing Skills, Presentation and Facilitation. Valid driver's license.

DUTIES : Manage the order processing function. Coordinate the compilation of procurement plans for all departmental units. Manage contract requisitions for Nutrition, Scholar Transport, Auditing, Labour Saving Devices and ensure accurate creation of purchase orders. Ensure the accurate, timeous, effective and efficient procurement of goods and services for the department. Ensure compliance with Supply Chain Management prescripts. Ensure subordinates comply with procurement policies and procedures. Manage and proactively mitigate all risks associated with non-compliance. Ensure that requisitions are captured correctly as stipulated in SLAs. Manage all risks associated with the release of a requisition. Ensure proper documenting of all requests and delegations of release. Liaise with Contract management to ensure alignment of contract requisitions. Partake in the development and maintenance of policies related to Order Processing/SCM. Ensure accurate documentation and process manuals are designed and updated for all Order processing practices. Manage Resources (Human, Capital and Physical). Develop and

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| | | facilitate the operational plan. Manage and co-ordinate the sub-directorate's projects. |
| <u>ENQUIRIES</u> | : | Ms Mbalenhle Sambo Tel No: (011) 355 1030 |
| <u>POST 41/282</u> | : | <u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT (COMPLIANCE AND REPORTING) REF NO: HO2022/10/06</u> Directorate: Procurement Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R744 255 per annum, (all-inclusive remuneration package) Head Office, Johannesburg An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Supply Chain Management/Public Management or related 3-year qualification plus a minimum of 3 years relevant working experience at Junior Management /Assistant Director in the Supply Chain Management environment. Knowledge of Public Service Act and Regulations, Public Finance Management Act, Preferential Procurement Policy Framework Act and Supply Chain Management Prescripts. Computer Literacy, Good Verbal and Written Communication Skills, Planning and Organising, Problem Solving, People Management, Report Writing Skills, Presentation and Facilitation. Valid driver's license. |
| <u>DUTIES</u> | : | Manage the implementation of SCM procedures in line with procurement policies and Service Level Agreements (SLA). Ensure that all procurement processes within the GDE are compliant to the relevant National Treasury and Provincial Treasury standards and framework. Compile implementation and monitoring plans for compliance management in SCM. Manage the coordination, review and monitoring of contract compliance. Ensure that processes and procedures are revised; and reported in order to identify hidden risks or non-conformity issues on commitments. Determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Report on poor performance or failure to deliver within contractual conditions. Collaborate with other units (e.g., Risk Management and, Internal Control) to direct complex compliance issues to appropriate existing channels for investigation and resolution Develop and oversee a system for uniform handling of non-delivery and non-compliance violations. Compile reports for senior management and external regulatory bodies on departmental commitment matters. Ensure that the Legal Services unit is consulted as needed to resolve difficult legal compliance issues. Ensure that all disputes are addressed in consultation with Legal Services. Ensure that the quality assurance programme addresses key compliance risks identified in the departmental risk assessment. Consolidate monthly SCM reports. Manage reporting in relation to the status of compliance and any issues arising as applicable. Ensure that complaints log and compliance database is maintained. Provide expert advice to the Department on contract management matters. Provide technical advisory support to the department on contract management and audit related matters. Manage the sub-directorate. Allocate tasks accordingly, provide guidance and support where necessary. Review the performance of subordinates on a regular basis and develop training and development measures to improve performance. Develop the sub-directorate's operational plan. |
| <u>ENQUIRIES</u> | : | Ms Mbalenhle Sambo Tel No: (011) 355 1030 |
| <u>POST 41/283</u> | : | <u>DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION REF NO: GE2022/10/07</u> Sub-Directorate: Finance and Administration |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R744 255 per annum, (all-inclusive remuneration package) Gauteng East District An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Accounting/Financial Administration and related qualification majoring in Accounting/Finance plus a minimum of 3 years relevant working experience at Junior Management /Assistant Director in the financial management environment. Knowledge of PFMA, Treasury Regulations, Reference Guide to New Economic Reporting Format and other relevant financial and educational related policies. Knowledge of public sector procurement and Supply Chain Management. Computer literacy in Excel, Access, Word and PowerPoint. |

Knowledge of BAS (Basic Accounting System), PERSAL and SAP. Excellent written & verbal communication skills. Valid driver's license.

DUTIES : Provide financial administration and procurement administration to the District Office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting through Matlotlo council. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Prepare adjustment budget inputs including virements for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Assist IDSO's with all financial administrative aspects affecting schools. Implement and maintain asset management policies of the department. Link between district and GDF. Manage SLA with the GSSC and all other implementing agencies. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and through applicable compliance certificates.

ENQUIRIES : Mr. Mpho Leotlela Tel No: (011) 736 0717

POST 41/284 : **CONTROL WORK INSPECTOR: BUILDING REF NO: HO2022/10/08**
Directorate: Maintenance Projects/Programmes

SALARY CENTRE REQUIREMENTS : R477 090 per annum
: Head Office, Johannesburg
: National Diploma in Building, or N3 with passed Trade Test in Carpentry/Bricklaying / Plumbing (building trades), or National N Diploma in Engineering (in building). Six years' relevant experience post qualification. Computer literacy. A valid driver's license. Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Report writing skills. Good interpersonal relations. Candidates must be willing to work under pressure.

DUTIES : Manage credibility of technical data and information for infrastructure maintenance. Manage condition assessments. Manage the process of needs identification for infrastructure maintenance and minor building works by ensuring that customer complaints are investigated and attended to. Facilitate, co-ordinate and control the implementation of building maintenance and minor renovation projects. Ensure that relevant project documentation (bid documents, specifications, Bill of Quantities) for existing structures and minor new building works is compiled accurately. Manage the execution of projects by contractors and ensure compliance to relevant legislation and procedures. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Develop reports for outstanding and finalized projects. Supervise the performance and conduct of employees.

ENQUIRIES : Ms. Sissy Baduza Tel No: (011) 843 6792

POST 41/285 : **ASSISTANT DIRECTOR: e-LEARNING LTSM REF NO: HO2022/10/09**
Directorate: e-Learning

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office, Johannesburg
: An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Information Technology/ Information Systems or three-year related qualification plus a minimum of 3 years relevant working experience in Information Technology Systems including using databases and data analysis at a supervisory level and or at a post equivalent to salary level 8/7. A very good understanding and knowledge of Curriculum and LTSM procurement processes will be a distinct advantage. Demonstrative ability to use relevant educational information systems for planning, monitoring and reporting. Above average applied knowledge of project management. Sound operational planning and management skills. Advanced computer skills in MS Office software (Access, Excel and Outlook) and other relevant software. Excellent communication (verbal and written) skills and the ability to proof-read and edit documents. Good and functional knowledge of government prescripts and procurement processes. Treasury regulations, PFMA and office administration. Ability to perform routine tasks, ability to operate computer (hardware and software) and ability to work under pressure. Interpersonal relations, problem

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| | | <p>solving and maintaining discipline, formulating and editing conflict resolution, experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal, planning and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy (packages such as Microsoft Excel, Power-Point, MS Word, Group Wise Internet etc.) Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed is a requirement. Valid Driver's license.</p> |
| <u>DUTIES</u> | : | <p>Co-ordinate the development of the e-learning LTSM plan in line with the allocated budget. Document management. Manage all processes around the decentralized development of e-LTSM (develop Terms of Reference for the submission and evaluation of e-LTSM as well as manage submissions and the evaluation of e-LTSM and development of National Catalogues). Assist and manage all processes around the centralized development of e-LTSM (Development of project management plans and manage project implementation). Assist to undertake strategies and financial planning for e-LTSM projects and activities. Assist and manage the development and implementation of e-LTSM electronic systems. Assist and manage all data related functions of e-LTSM provisioning. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of office budget and document management.</p> |
| <u>ENQUIRIES</u> | : | Mr. Andrew Mentor Tel No: (011) 355 1292 |
| <u>POST 41/286</u> | : | <p><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR PROPOSALS) REF NO: HO2022/10/10</u> Directorate: Procurement Management</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R382 245 per annum Head Office, Johannesburg An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Supply Chain Management/ Bachelor of Commerce/Business Management/Cost Management Accounting/ Public Policy and Development or three-year related qualification plus a minimum of 3-year related Supply Chain Management experience at supervisory level and or at a post equivalent to salary level 8/7. The applicant must have basic working knowledge and understanding on acquisition/sourcing of public goods and services. A clear understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, and Procurement/ Accounting systems used in the Public Service. The incumbent must be computer literate and have extensive knowledge in Microsoft Office and Excel. The work environment requires the applicant to have the ability to work under pressure, be able to resolve conflict and deliver timeously without supervision. Valid driver's license.</p> |
| <u>DUTIES</u> | : | <p>Coordinate the acquisition process for goods and services in line with Departmental procurement planning. Coordinate the development of specifications and Present to Bid Committees for approvals. Coordinate the establishment and management of prequalified list for suppliers. Coordinate the administration of the procurement process. Liaise with Provincial Treasury into the logistics related to advertising. Develop Departmental SCM policies, guidelines and standards. Provide advisory service to clients on acquisition management matters in order to promote correct implementation and sound demand management practices. Supervise and develop subordinates.</p> |
| <u>ENQUIRIES</u> | : | Ms. Leonorah Mngomezulu Tel No: (011) 355 1791 |
| <u>POST 41/287</u> | : | <p><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR QUOTATIONS) REF NO: HO2022/10/11</u> Directorate: Procurement Management</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R382 245 per annum Head Office, Johannesburg An appropriate 3-year National Diploma/Degree qualification in the Supply Chain Management and Logistics/ Accounting/ Finance / Public Management, Policy and Development or three-year related qualification plus a minimum of 3-year related Supply Chain Management experience at supervisory level and or at a post equivalent to salary level 8/7. The applicant must have basic</p> |

working knowledge and understanding on acquisition/sourcing of public goods and services. A clear understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, and Procurement/Accounting systems used in the Public Service. The incumbent must be computer literate and have extensive knowledge in Microsoft Office and Excel. The work environment requires the applicant to have the ability to work under pressure, be able to resolve conflict and deliver timeously without supervision. Valid driver's license.

DUTIES : Coordinate the acquisition of goods and services in the department through quotations. Coordinate the implementation of applications associated with acquisitions processes. Ensure compliance of senior buyers / buyers to procurement policies and procedures. Process and address all escalated vendor and customer queries. Approve all purchase order. Ensure compliance to procurement policies and procedures. Ensure that goods and services meet end user requirements as per specification. Ensure savings targets are adhered to and meet provincial BBBEE target. Ensure that control mechanisms for purchase orders are in place by adhering to approved Procurement Plan. Ensure that all POs are awarded to vendors registered on Central Supply Database and suppliers are tax compliance. Ensure that requisition documents are accurate. Ensure the end user has supplied the correct and proper item specification. Ensure that forms have been approved by the unit manager Procurement RLSO1 submission signed by relevant people. Ensure that the analysis has been done for the purchasing of the goods or services to avoid unnecessary expenditure. Ensure that the list of compliant suppliers is attached. Oversee that staff are following the process requests for quotations upon adherence to requirements of the check-list. Manage and develop subordinates. Identify training needs of subordinates and ensure that they attend relevant training interventions. Mentor and motivate subordinates. Conduct performance evaluations. Compile and submit reports on work activities.

ENQUIRIES : Mr. Siphogogoba Tel No: (011) 355 1105

POST 41/288 : **PHYSICAL RESOURCE PLANNER REF NO: ES2022/10/12**
Directorate: Infrastructure Planning and Property Management

SALARY : R382 245 per annum
CENTRE : Ekurhuleni South District
REQUIREMENTS : An appropriate Degree (NQF Level 7) qualification in Town Planning, Architecture or Architectural Technology plus minimum of three years appropriate experience after qualifications has been obtained. Valid Drivers' License. Computer literate. Knowledge: Understanding of the South African Schools Act of 1996, Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure of 2013, Spatial Planning Systems and Norms of government, Public Finance Management Act (PFMA), Treasury Regulations, including the Framework for Infrastructure Delivery and Procurement Management (FIDPM), Government Immovable Asset Management Act (GIAMA) of 2007, Occupational Health and Safety Act of 1993. Skills: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage National Education Infrastructure Management System (NEIMS) and other education infrastructure related planning data, GIS and related Facilities Management systems, ability to apply the education priorities in terms the physical resource planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.

DUTIES : Provide physical resources planning inputs to the Infrastructure Asset Management Plan and budget. Conduct needs assessments of schools' infrastructure to update the NEIMS from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.

ENQUIRIES : Mr. Xolani Kheswa Tel No: (011) 389 6062

POST 41/289 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HO2022/10/13**
Directorate: Collective Bargaining

SALARY : R382 245 per annum

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| <u>CENTRE REQUIREMENTS</u> | : | Head Office, Johannesburg |
| | : | An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Public Administration/ Labour Relations/ Industrial Psychology majoring in Labour Law or a three-year related qualification plus a minimum of three years' experience in employment relations and collective bargaining environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, knowledge of PSCBC Resolutions, GPSSBC Resolutions, White Paper of Transforming Public Service, Basic Conditions of Employment Act and knowledge of Human Resource Policies. Policy Development and Research skills, Computer literacy, Problem Solving and Conflict Resolution, written and verbal communication. Valid driver's license. |
| <u>DUTIES</u> | : | Facilitate the process of Coordinating negotiations as part of Collective Bargaining Process. Conduct research and ensure that managers are kept abreast of all new Collective Bargaining matters within the directorate as per Bargaining Chamber resolutions. Coordinate the collation of line function inputs to be incorporated in the Collective Bargaining process. Compile quarterly and annual collective bargaining reports to be presented to management. Advice and support employer and labour representatives as per relevant negotiations mandate. Facilitate the implementation of Collective Agreements as per recommendations provided by Collective Bargaining structures. Public Service Collective Bargaining Council (PSCBC). Education Labour Relations Council (ELRC). General Public Service Sector Bargaining Council (GPSSBC). Coordinating Chamber of the PSCBS Gauteng Province (CCPGP). Research on efficacy on concluded Collective Agreements and suggest areas of review. Conduct research of negotiation agreements that will ensure equitable conditions of service and remuneration for employees. Provide labour relations support to district offices and employees. Facilitate the review of Collective Agreements to maintain labour peace. Implementation of appropriate corrective measures by management in relation to Collective Bargaining resolution. Compile reports and submissions on audit findings relating to the correct interpretation and implementation of Collective Agreements to the HoD. Mediation of disputes and conflicts relating to organized labour formations and affiliation with the employer. Coordinate the meeting of the employer (GDE) in facilitation of mediation with organized labour. Compile analysis and outcomes reports on organized labour disputes and resolutions. Compile records of departmental mediation resolutions in maintaining labour peace. Collate information for the drafting of submissions to the MEC for mandates on mutual interest matters that are subject of the negotiations at the Public Service Collective Bargaining Council (PSCBC) Participate in the development of Collective Bargaining Policies, Procedures and Guidelines. Participate in the development of the departmental Labour Relations Act policy, procedures and guidelines. Provide input on provincial Collective Bargaining and Labour relations Act policies and procedures. Conduct workshops/ presentations as part of implementation of Collective Bargaining outcomes. Monitor and evaluate compliance with collective agreements, policies, relevant legislation frameworks and reporting requirements. Participate in relevant Sectorial Chambers Chambers/ Stakeholder Engagements Sessions. Coordinate meetings on behalf of the employer in the national Education Labour Relations Council (ELRC) bargaining chambers. Coordinate meetings on behalf of the directorate in the Provincial Educators Labour Relation Council (PELRC), (GPSSBC) bargaining chambers. Coordinate meetings on behalf of the directorate in the Public Service Collective Bargaining Council (PSCBC) bargaining chambers. Supervision and development of staff. |
| <u>ENQUIRIES</u> | : | Ms. Ayanda Ngobeni Tel No: (011) 843 6512 |
| <u>POST 41/290</u> | : | <u>ASSISTANT DIRECTOR: POLICY & PROCEDURE ON INCAPACITY LEAVE FOR ILL HEALTH RETIREMENT REF NO: HO2022/10/14</u> Directorate: HRTS |
| <u>SALARY</u> | : | R382 245 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office, Johannesburg |
| | : | An appropriate three-year National Diploma/Degree (NQF Level 6/7) in HR Management / Public Administration or three-year related qualification plus a minimum of 3 years relevant working experience as a Chief Personnel Officer within human resource environment at a supervisory level and or at a post |

equivalent to salary level 8/7. Knowledge of Public Finance Management Act. Treasury Regulations, Public Service Act and Regulations. BAS, PERSAL and SAP/ Public Procurement procedures and financial related policies. Good communication skills, customer services, computer Literacy, conflict and problem-solving skills, Ability to work independently, under pressure and long hours when needed and Excellent Communication Skills. A valid driver's license.

DUTIES : Ensure the implementation of PILIR transaction on PERSAL and Database. Oversee the PILIR administration processes and liaise with Regional HR transversal regarding the management of PILIR documents and workflow. Provide assistance and advice to management, Regions and staff members regarding PILIR issues. Compiling of submissions for deviations. Provide reports and statistics. Ensuring that the PILIR database link is up to date. Ensure current and up to date records on PILIR. Ensuring compliance regarding the Policy and procedure on incapacity leave and ill health Retirement. Interpret and explain the PILIR policies and procedures to the departmental personnel. Quality Assure and ensure timeous submission and retrieval of application to and from the Health Risk Manager. Respond to any PILIR queries or concerns relating to individual cases, MEC queries, Audit query, in a timely, friendly and efficient manner in accordance with Departmental standards. Provide advisory support, promote, monitor, and ensure compliance on Policy and Procedure on Incapacity leave and Ill-health Retirement. Participate in the collation of the transversal HR needs from the circuits/client and respond thereto. Conduct client satisfaction surveys for PILIR matters. Guide and advice personnel on Transversal Human Resource Services. Supply PILIR audit sample request. Respond to the internal and external audit management letters. Participate in the development and implementation of compliance intervention plans to address findings. Ensure effective, efficient supervision of staff and management of resources. Ensure, guide, train and advise staff on Transversal Human Resource Services to enhance the correct implementation of Leave policies and practices. Compile and submit the work plan, performance development plans, job descriptions and performance agreements of staff.

ENQUIRIES : Mr. Enos Netshithuthuni Tel No: (011) 843 6865

POST 41/291 : **ASSISTANT DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS REF NO: HO2022/10/15**
Directorate: Education Planning and Information

SALARY : R382 245 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) in Information Technology/ Computer Science/ Information Systems or a three-year related qualification plus a minimum of 3 years' experience in the Education Management Information environment at a supervisory level and or at a post equivalent to salary level 8/7. Extensive knowledge in data management Knowledge of Public Service Act and Regulations, Employment of Educator's Act. Knowledge of PFMA, SASA. Knowledge of Gazette 31337 as amended. Knowledge of relevant Labour Relations Act. Knowledge of relevant legislation pertaining to Exams and Assessments Processes. Computer literacy. Communication Skills. Analytical skills and Planning and Analytical skills. A valid driver's license is essential.

DUTIES : Collate, consolidate, verify, and maintain educational data information systems for planning and forecasting purpose. Maintain, upload and ensure quality of information on LURITS, SA-SAMS, and any other third-party systems. Monitor LURITS uploads by retrieving and distributing feedback files. Design, develop and distribute data quality assurance tools to extract and validate SA-SAMS databases from schools. Analyze and review SA-SAMS database submissions regularly to determine if any are anomalies entries. Monitor the functionality and performance of provincial databases in the warehouse. Assist with drawing up of verification reports. Provide update on the support infrastructure to enable any enhancements. Analyze, update, present and compile reports for the consumption of all relevant stakeholders. Extract and analyze data from warehouse. Regularly update databases with supporting data to refresh interface with latest available information. Create, optimize, and execute data extraction queries on the SA-SAMS warehouse. Clean extracted data on the Head Count database. Design queries to validate and clean data on provincial

database. Devise and execute ad-hoc queries based on management requests. Provide assistant to EMIS team and directorate on technical tasks. Monitor and maintain provision of a geographical information systems (GIS) in the department. Produce Indicative and Final Resource Targeting Table (RTT). Arrange schools according to poverty indexes. Provide the development, alignment, and implementation of GDE policies, procedure, and guidelines. Provide the implementation of education planning and information provincial and departmental framework. Provide the implementation of GDE policies and guidelines according to the agreed norms and standard. Report on any discrepancies with regards to GDE compliance to all relevant stakeholders. Assist in the review and amend policies as and when required based on the inputs by the stakeholders. Ensure policy compliance to legislation and reporting standards. Provide physical and human resources utilisation of the directorate. Supervise human resource. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimization of opportunities that would enhance directorate's performance.

ENQUIRIES :

Ms. Zoleka Khumalo Tel No: (011) 355 1000.

POST 41/292 :

ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: JS2022/10/16

Sub-Directorate: THRS

SALARY CENTRE REQUIREMENTS :

R382 245 per annum

Johannesburg South District

An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related qualification majoring in HR/ Personnel Management plus a minimum of 3 years relevant working experience in human resource management/administration at a supervisory level and or at a post equivalent to salary level 8/7. Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.

DUTIES :

Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on PERSAL. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the Senior management services, on all service termination payments and benefits. Advise SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assures the correct capturing of termination on PERSAL against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision

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| | | of equipment required by personnel for achievement of outputs in their respective Job Descriptions. |
| <u>ENQUIRIES</u> | : | Ms. Lola Malimogovha Tel No: (011) 247 5947 |
| <u>POST 41/293</u> | : | <u>ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: GN2022/10/17</u> Sub-Directorate: Finance and Administration |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 per annum Gauteng North District An appropriate three-year National Diploma/Degree in Public Management / Finance/ Supply Chain Management/ Economics/ Business / Purchasing/Logistics or three-year related qualification plus minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license. |
| <u>DUTIES</u> | : | Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done, and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings. |
| <u>ENQUIRIES</u> | : | Ms. Mathodi Moloto Tel No: (012) 846 3641 |
| <u>POST 41/294</u> | : | <u>ASSISTANT DIRECTOR: PROVISIONING AND ADMIN FOR INSTITUTION REF NO: TW2022/10/19</u> Sub-Directorate: Finance and Administration |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 per annum Tshwane West District An appropriate three-year National Diploma/Degree qualification in Financial Management/ Accounting/ Public Finance/ Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license. |
| <u>DUTIES</u> | : | Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). |

Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

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

POST 41/295 : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT (QLTC) REF NO: HO2022/10/21**
Directorate: Internal Corporate Communication

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Communication or three-year related qualification plus minimum 3 years' experience in Stakeholder Management or Communication Environment Social dynamics of Communities production at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Relevant Education Acts and Policies, Public Service Act and Regulations, Public Finance Management Act, Public procurement procedures and financial related policies. Computer literacy, good verbal and written communication, Planning and organisation, Good inter-personal relations and Supervisory skills. A valid driver's license.

DUTIES : Coordinate and mobilize stakeholder's participation in support of the Quality learning and Teaching Campaign. Building a network of QLTC communities and maintain Provincial database of QLTC partners, schools and supporters. Work with Stakeholders (FQE, NGOs, QLTC, etc.) and GDE staff to form reference teams and agreements (e.g. MoU, SLAs, etc.) Assist teams with briefs for programmes and implementation and evaluation. Establish district steering committees in setting up functional and all-inclusive Quality Learning and Training Campaign. Maintain internal and external stakeholder relationships. Establish and maintain buy-in and support from all relevant stakeholders. Set out the monitoring and evaluation framework and procedures for programme evaluation with stakeholders. Participate in the development of all stakeholder procedures manuals and implementation thereof. Provide inputs in the development of the Departmental draft Procedure Manuals and best practices on stakeholder management. Facilitate the involvement of statutory bodies in policy engagements. Provide administration support and advice to the relevant key stakeholders. Coordinate stakeholder meetings and Forums. Compile and submit written report. General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates. Manage performance, conduct and discipline of supervisees. Compile weekly, monthly and quarterly reports on the unit's activities.

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

POST 41/296 : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL AND SYSTEM REF NO: HO2022/10/22**
Directorate: HRTS

SALARY : R382 245 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management/ Public Management or three-year related qualification plus a minimum of 3 years relevant working experience in HR transactional support environment post with Project Management at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of the relevant Acts, prescripts, regulations, practice notes, Procedures pertaining to Public Administration, Finance, Labour relations, human resource administration, HR provisioning, applied personnel research, Asset Management and Human Resource Management. Sound knowledge on the operation and computer literacy MS Office software i.e. Word, Excel and Presentation, SAP System and PERSAL. Good Communication Skills, Self-disciplined and able to work under pressure with minimum supervision, Project Management, Conflict and Problem Solving, Ability to work independently. A valid driver's license.

DUTIES : Ensure the Creation and Implementation of (ESS) Employment Self Service (SAP) systems user profiles. Compile monthly /quarterly ESS reports. Ensure registration of new users with allocated ESS (SAP) functions. Report system problems for end-users to ESS (Employee Self Service) SAP System Administrator i.e. e-Gov. Ensure the implementation of the approved post and staff Establishment on PERSAL and SAP systems. Ensure the implementation of the Organisation Structure from PERSAL to SAP, also ensure that matches the approved Blueprint Organisation structure. Provide monthly Leave and exceptions reports for the purpose of corrections to stakeholders (District Offices). Monitor and analyse PERSAL reports of and provide input to COE matters. Provide Human Resource report on GDE Annual report. Provide HEDCOM Reports for Basic Department of Education. Ensure the supply of audit sample requests. Provide and analyse compensation of employee's statistical reports to Finance. Provide and analyse PERSAL information to ensure PERSAL data integrity. Ensure the implementation of THRS related projects. Maintenance of the Conditions of Service transactions. Facilitate the collation of the transversal HR needs from the client and respond thereto. In consultation with all stakeholders, develop HR strategies and HR procedure manuals to meet Departmental needs. Respond to the internal and external audit management letter. Provide advisory support and monitor compliance on Projects requirements. Managing Leave compliance database and THRS Databases. Ensure effective, efficient supervision of staff. Compile the work plan, performance development plans, job descriptions and performance agreements of staff and ensure that they are assessed in line with the PMDS policy.

ENQUIRIES : Mr. Vincent Poopa Tel No. 011 843 6842

POST 41/297 : **ASSISTANT DIRECTOR: EXAMINATION FINANCIAL ADMINISTRATION REF NO: HO2022/10/23**
Directorate: Examination Financial Administration

SALARY : R382 245 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Accounting/Finance/Public Finance/Financial Management/Management Accounting/ or three-year related qualification plus a minimum of 3 years relevant working experience in finance environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of National Treasury Regulation, Public Finance Management Act, Public Service Act and Regulation, Public Service Regulation, SCM prescripts, Batho Pele Principle and Audit processes. Good verbal and written communication skills, financial management skills, Communication skills, Report writing skills, Supervisory skills, Computer literacy, Planning and organization skills, Resolving conflict, Interpersonal skills. A valid driver's license.

DUTIES : Coordinate and facilitate budget preparations within the Chief Directorate. Provide advice and support branches during the coordination and facilitation of original budget, adjustment budget, rollovers, and year end virements.

Consolidate budget inputs for the chief Directorate. Reprioritise budget allocations, analyse BAS reports and identify budget pressures and budget savings. Compile cash flow projections and allocate annual budget. Monitor spending patterns of the Chief Directorate and Develop financial reports. Compile and present monthly, quarterly, and annual expenditure reports. Provide inputs on drafting and maintenance of budget management policies, circulars. etc. Provide financial matters including payment of examiners, markers and other service providers. Monitor and facilitate payment process of officials rendering services related to exam process and staff performing overtime and exam assistance. Ensure claims are verified, approved, and captured. Ensure proper financial record keeping. Follow-up and ensure officials and service providers are paid within 30 days. Participate in coordinating audit function conducted by internal and or external structures. Provide inputs on audit queries directed to the finance and admin office. Consolidate action plan on audit findings for the Chief Directorate. Management of Resources. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices. Compile and submit the work plan, performance developments plan, job description and performance agreements of staff. Identify and report on any financial risks arising and provide mitigation plans.

ENQUIRIES

:

Ms. Nomangisi Dlamini Tel No. 010 601 8046

POST 41/298

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ASSISTANT DIRECTOR: SALARIES AND BOOKKEEPING REF NO: HO2022/10/24

Directorate: Financial Statements, Salaries and Bookkeeping

SALARY CENTRE REQUIREMENTS

:

R382 245 per annum

:

Head Office, Johannesburg

:

An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/Financial Accounting/Accounting/Management Accounting or 3-year related qualification plus a minimum of three years' experience in the finance management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Acts, Skills Development Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act, Treasury Regulations, Batho Pele Principles and relevant legislation. Good verbal and written communication, Computer literacy, Change Management, Problem solving, Presentation, Innovation and creativity, People management, Policy development and research skills, Facilitation and Computer literacy. A Valid driver's license.

DUTIES

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Ensure the provision of payroll support services. Ensure that all payroll certificates of the Department are returned to the Directorate Financial Statements, Salaries, and Bookkeeping within the stipulated timeframe. Provide quality assurance on the accuracy of the payroll exception reports and monitor implementation thereof by the Transversal Human Resources unit. Compile payroll control reports. Ensure that disclosure notes of employee benefit schedule, i.e., leave entitlement, capped leave, service bonus, and performance bonuses as well as key management personnel are correct, complete, and accurate. Monitor interdepartmental accounts receivables/payables as well as travel and subsistence claims are in accordance with the PFMA and National Treasury Regulations. Ensure that suspense accounts files are verified to identify reasons for deviations and ensure that all exceptions are cleared before month / year end closure and ensure that any other suspense accounts are cleared within 30 days. Perform age analysis per suspense account against the Trial Balance. Ensure the provision of training and conduct awareness campaigns for internal and external stakeholder on payroll and tax matters. Provide salary administration and bookkeeping support services. Facilitate the certification of payroll certificates both manually and electronically to ensure compliance with internal control processes. Process electronic banking transactions. Ensure that telephone, cellphone lines and GG vehicles expenditure is correctly allocated according to cost structure. Supervision of Staff. Develop an operational plan for the sub-directorate and ensure that it's aligned to business objectives, goals, and approved budgets. Conduct performance assessments for subordinate personnel. Identify the need for training and development of staff. Write letters, submissions, and other forms of communications. Monitor

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| | | attendance register and leave records. Ensure staff is kept abreast of all new prescripts and policies. |
| <u>ENQUIRIES</u> | : | Mr. Nhlamulo Manganye Tel No: (011) 355 0061 |
| <u>POST 41/299</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL STATEMENT AND REPORTING REF NO: HO2022/10/25</u> Directorate: Financial Statements, Salaries and Bookkeeping |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 per annum Head Office, Johannesburg An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Financial Management/Financial Accounting/Accounting/Management Accounting or 3-year related qualification plus a minimum of three years' experience in the finance management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Acts, Skills Development Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act, Treasury Regulations, Batho Pele Principles and relevant legislation. Good verbal and written communication, Computer literacy, Change Management, Problem solving, Presentation, Innovation and creativity, People management, Policy development and research skills, Facilitation and Computer literacy. A Valid driver's license. |
| <u>DUTIES</u> | : | Ensure that correct financial specimen templates are used for the preparations of monthly/quarterly and annual financial statements as published by the Office of the Accountant General. Obtain budget tables from Financial Budgeting and Planning to ensure that the Appropriation Statement is correctly updated. Budget adjustment/shifts and virement are correctly updated in the Appropriation Statement and the Exchequer Report. Ensure that monthly, quarterly, and annual financial statements are prepared in accordance with the Modified Cash Standards as well as other prescripts and regulations. Identify misallocations and advise responsible units during the month to correct those misallocations. Ensure compliance and implementation of the new financial requirements as published by the Office of the Accountant General. Manage cash flow/cash allocation process. Review and recommend the process of funds requisitions. Assist Auditor General in executing its audit. During the audit process, attend to all audit findings and adjust where necessary. Provide AGSA with all the required information. Attend meetings of the Auditor General. Supervision of Staff. Ensure that staff are assessed in line with the performance management policy. Develop an operational plan for the sub-directorate and ensure that it's aligned to business objectives, goals, and the approved budgets. Conduct performance assessments for subordinate personnel. Support and monitor subordinate's performance. |
| <u>ENQUIRIES</u> | : | Mr. Nhlamulo Manganye Tel No: (011) 355 0061 |
| <u>POST 41/300</u> | : | <u>ASSISTANT DIRECTOR: SECRETARIAT SUPPORT SERVICES REF NO: HO2022/10/26</u> Directorate: Office of the HOD |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R382 245 per annum Head Office, Johannesburg An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Management or 3-year related qualification plus a minimum of three years' experience within the secretariat or Administrative Support environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Acts, Skills Development Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, White Paper of Transforming Public Services. Good verbal and written communication, Computer literacy, Change Management, Good inter-personal relations, Problem solving, Presentation, Innovation and creativity, People management, Policy development and research skills, Facilitation, Minute taking. A Valid driver's license. |
| <u>DUTIES</u> | : | Provide executive secretariat services for meeting initiated by the office of the Head of the Department. Provide secretariat support services in meetings as per the HOD's request. Arrange logistics for internal and external meetings i.e. boardroom, data projector, laptops, tea and lunch etc. Compile agendas for |

formal decision-making structures in consultation with relevant role players and distribute agendas within required time frame. Participate in the facilitation of processes to ensure that all reports and resolutions emanating from management meetings and forums are implemented and provide regular feedback to the Head of Department. Coordinate the implementation of the administrative systems and procedures within the Office of the Head of the Department. Implement an effective and efficient follow up system for the implementation of recommendation and resolution emanating from meeting. Provide Support in the development and maintenance of a decision tracking system for the unit in terms of departmental filing system prescripts. Provide administrative support to the Head of the Department's Office. Provide front desk support and responding to the telephone queries within the department and from the public. Create and organising filing in the Head of the Department's Office, documents or files are saved electronically and reliable records of hardcopies are kept. Compile and maintain a database of contact details of relevant stakeholders.

ENQUIRIES : Ms. Lerato Machaka Tel No: 011 843 6532

POST 41/301 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2022/10/27**
Directorate: Recruitment and Selection

SALARY : R382 254 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Human Resource Management or three-year related qualification majoring in HR/Personnel Management plus a minimum of 3 years relevant working experience in the HR working environment at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of PERSAL. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is essential.

DUTIES : Assist in the development and implementation of the GDE recruitment, selection, retention and placement strategies and ensure the implementation thereof. Participate in the identification and solving of gaps and challenges in existing recruitment, selection, and retention and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the development of HR policies based on gaps identified in the District. Coordinate the administration of all response handling, recruitment, selection, appointments, movements, transfers, placement, absorption and retention of staff. Ensure that an up-to-date response handling database is maintained. Coordinate effective receipt, sifting, capture, distribution, storage and disposal of applications. Coordinate the advertisement of departmental vacancies, transfers and absorption. Verify qualifications for suitable candidates. Coordinate the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Collate reports from Cluster Heads and Branches, partake in advising line management on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Partake in provision of advisory services to shortlisting and interview panels. Partake in guiding and advising personnel on human resource provisioning matters in order to enhance the correct implementation of personnel administration practices and policies. Partake in the compilation of reports and memos on Human Resource Provisioning issues and provide inputs in recommendations where necessary. Coordinate compliance, background and reference checks. Manage Resources (Human, Capital and Physical). Ensure that job descriptions are in place for all staff members. Coordinate the signing of job descriptions and performance agreements for subordinates. Conduct performance reviews and submit to the Performance Management and Development unit timeously. Assist Deputy Director, Human Resource Provisioning in compiling monthly, quarterly and annual report.

ENQUIRIES : Ms Tlaleng Ngubeni Tel No. 011 843 6544

POST 41/302 : **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: TW2022/10/28**
Sub-Directorate: Finance and Administration

SALARY : R382 245 per annum
CENTRE : Tshwane West District
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management or related three-year qualification majoring in Accounting/Finance plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.

DUTIES : Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Ms Priscilla Ravele Tel No. 012 725 1451

POST 41/303 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: HO2022/10/29 (X2 POSTS)**
Directorate: Education Research and Knowledge Management

SALARY : R382 254 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/ Degree in Knowledge Management/ Information Management/ Library and Information Science or three-year related qualification majoring in Knowledge Management plus a minimum of 3 years relevant working experience in implementing Knowledge Management Programmes/Practices environment at a supervisory level and or at a post equivalent to salary level 8/7. Experience in the use of information/knowledge management tools designed to help decision makers, interpretation of knowledge management frameworks and strategies, information dissemination and stakeholder engagement will be an added advantage. Knowledge of education legislation and other government legislation guiding information security. Strong practical knowledge and experience of knowledge management systems. Skills required; Excellent research skills; Good Excel Skills; Good presentation and communication skills i.e. both verbally and written; editing skills, Ability to work in a team; Knowledge Management software, Data Analytics (Big data, Machine Learning, Artificial Intelligence, Business Intelligence) will serve as an advantage. Technical knowledge of products in the market used for Knowledge Management. Understanding and knowledge of Batho Pele Principles, Public Service Act, Public Service Regulations, Understanding and Knowledge of the National Archives Act No.43 of 1996, Minimum Information Security Standards (MISS), Electronic Communication Act, Promotion of Access to Information Act, Legal Deposit Act, Copyright Act, Public Finance Management Act (PFMA). A valid driver's license.

DUTIES : Co-ordinate the provision of Knowledge Management (KM) requirements and designs, Co-ordinate the generating, capturing, sharing and dissemination of knowledge, Analyse and transfer knowledge to organizational components and coordination of external awards. Collect, store and share knowledge to the benefit of both department and information users, Review and update KM protocols, strategy and guidelines, Participate in the development and implementation for the KM system including the operational aspects thereof, Work closely with IT systems management and staff during the development

of and implementation of the KM systems to ensure that customer needs are identified and addressed, Solicit departmental project information and other knowledge artifacts from the different departmental business units, Organize and share knowledge assets via the departmental knowledge hub, Help to implement knowledge-sharing activities aligned with the strategic priorities of the department, Gather lessons learned for reporting purposes, Publish content to the knowledge on the knowledge hub including the development of metadata, proofreading and branding. Edit documents and or departmental knowledge assets for language, consistency, logic flow, rewrite and shorten text when required.

ENQUIRIES : Ms Faith Tshabalala Tel No. 011 355 0488

POST 41/304 : **ASSISTANT DIRECTOR: HR MONITORING, POLICY AND PLANNING REF NO: HO2022/10/30**
Directorate: Organisational Development

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/ Degree in Human Resource Management or three-year related qualification plus a minimum of 3 years relevant working experience in Human Resource Monitoring, Policy and Planning environment at a supervisory level and or at a post equivalent to salary level 8/7. Sound knowledge of the various legislative and regulatory frameworks governing human resource field. A valid driver's license is essential. Knowledge of Public Service Act and Regulations, Knowledge of Basic Conditions of Employment Act. Knowledge of Employment of Educator's act. Knowledge of PAM document. Knowledge of applicable prescripts (DPSA Circulars and Directives), Resolutions and White Papers. National and Provincial Policy Frameworks. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette Skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Planning and Coordination Skills. Analytical thinking and Problem Solving. Seasoned Communication Skills, Leadership Skills, Facilitation and Presentation Skills. Project Management Skills. Policy Development and research skills. Ability to apply concepts without requiring supervision, able to provide technical guidance when required. Good computer literacy (MS Word, MS Excel and MS PowerPoint).

DUTIES : Develop and monitor the implementation of human resource planning strategies and processes. Coordinate and facilitate the development of Human Resource Policies within the Department. Align HR Policies with legislative frameworks and relevant prescripts. Ensure identification of areas in the HR Policies for review. Conduct information sharing sessions with stakeholders on HR Policies. Ensure provision of advice on policy matters to the relevant HR components. Present HR policies to relevant stakeholders. Provide advisory support on HR Policy matters to relevant internal stakeholders. Prepare submissions, letters and internal memorandums relating to HR Policies for management consideration and approval. Develop and manage the HR Delegations of Authority and Operational delegations. Coordinate and facilitate the development of Human Resource Delegations within the Department. Ensure alignment of HR delegations of Authority with legislative frameworks. Ensure identification of areas for review on the HR Delegations of Authority. Ensure provision of advice on delegations of Authority matters to the management. Manage and monitor the implementation of HR Delegation decision Register. Monitor and analyse HR performance against HR standards, HR strategies and objectives. Compile exit interviews analysis to inform the HR Planning process. Ensure the effective, efficient and economic utilisation of allocated resources.

ENQUIRIES : Mr. Zukile Gashe Tel No. 011 843 6605

POST 41/305 : **PERSONAL ASSISTANTS (X5 POSTS)**

SALARY CENTRE : R261 372 per annum
: Head Office: Johannesburg
Chief Directorate: School Technology Support Services Ref No: HO2022/10/31
Chief Directorate: Monitoring and Quality Assurance Ref No: HO2022/10/32
Chief Directorate: Strategic HR Management Ref No: HO2022/10/33

Chief Directorate: DOM (Sedibeng and Westrand Region) Ref No: HO2022/10/34

EQUIREMENTS

Director: Monitoring and Evaluation Ref No: HO2022/10/35

Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES

Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director/ Chief Director.

ENQUIRIES

Ms. Mahlodi Ragolane Tel No: (011) 843 6858

DEPARTMENT OF HEALTH

OTHER POSTS

POST 41/306

HEAD: CLINICAL DEPARTMENT/PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER REF NO: UPOHC/HCD/10/2022

Directorate: Oral Pathology and Oral Biology

SALARY

R2 193 837 – R2 546 040 per annum, (all -inclusive package)

CENTRE

University of Pretoria Oral Health Centre

REQUIREMENTS

BChD or equivalent as well as an MChD / MDent degree in Oral Pathology/ Oral & Maxillo-Facial Pathology. Current registration with the Health Professions Council of South Africa as a Specialist in Oral Pathology/ Oral & Maxillo-Facial Pathology. Minimum of three (3) years of clinical experience as a Specialist, with a minimum of three (3) years' experience in the following: Undergraduate dental education, postgraduate teaching and training including specialty and non-specialty programs and postgraduate research supervision, with at least one supervised to completion. A proven record of managerial experience and research activity with at least 5 publications in peer reviewed accredited journals. A good professional standing among peers in the field. Recommendation: A PhD in the field of Oral & Maxillo-Facial Pathology with 20 accredited publications in peer reviewed journals will be an added advantage.

DUTIES

The incumbent will be responsible for the management of the Department of Oral Pathology and Oral Biology as well as functions that include, inter alia, the undergraduate and postgraduate teaching programmes, monitoring of services rendered to the hospital patients in this discipline and stimulation and expansion of research in the department and the school through collaborations.

ENQUIRIES

Prof. SL Shangase Tel No: 012 319 2327/2225

APPLICATIONS

Quoting the relevant reference number. Direct applications must be delivered to Mrs KT Rangata, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mrs. KT Rangata PO Box 1266, Pretoria, 0001. No faxed or email applications will be considered.

NOTE

Fully completed new Z83 and detailed Curriculum Vitae (only) 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

: 11 November 2022

POST 41/307

: **MEDICAL SPECIALIST REF NO: REFS/015357**
Directorate: Internal Medicine – Infectious Diseases

SALARY

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

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

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

DUTIES

: As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Essential Skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience. Invited candidates will be subject to employment vetting process and medical surveillance. Academic: Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.

ENQUIRIES

: Prof. A Mahomed Tel No: 011 488 4649/3564

APPLICATIONS

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

NOTE

The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae 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 and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply. Note: We reserve the right not to fill the post.

- CLOSING DATE** : 11 November 2022
- POST 41/308** : **MEDICAL REGISTRAR REF NO: TDHS/A/2022/99 (X14 POSTS)**
Directorate: Family Medicine
- SALARY** : R833 523 - R871 593 per annum
- CENTRE** : Tshwane District Health Services:
Sefako Makgatho Health Sciences University (X9 Posts)
University of Pretoria (X5 Posts)
- REQUIREMENTS** : Matric, MBChB or equivalent. Candidate have current registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. A minimum of 1-year experience as a Medical Officer (excluding Community Service) is required. Other Skills / Requirements: Own discipline, knowledge of relevant legislations, regulations, health programs and policies, program planning, implementation and evaluation. Information management, quality assurance and improvement programs, leadership, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Must have planning and organizational skills. Good written and verbal communication skills are needed. Candidates must have a driver's license. An applicant must be a permanent / naturalized South African resident. Commuted overtime is compulsory and RWOPS is not permitted in this training post. The post is a four year non renewable contract program and the applicant is expected to vacate the post upon completion of the stipulated period.
- DUTIES** : The successful candidates will be responsible for rendering clinical service at Primary Health facilities and in line with specific training curriculum of the training Family medicine department, assessment and treatment of patients. A registrar is expected to carry out related administrative duties, to participate in all activities of Family Medicine which relate to teaching and research. S/he will participate in departmental audit activities, prepare and write reports. The registrar will be rotated through related departments at various hospital complexes in their specific outreach programs in line with the departmental curriculum of the preferred University, including community health centres and clinics. Perform any other related function as required by the manager.
- ENQUIRIES** : Prof J.V.Ndimande Tel No: 012 451 9247/ 079 492 9980 Monday to Friday during office hours only
- 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** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). 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. The candidate should indicate the Preferred University as this is a joint advert with Sefako Makgatho Health Sciences University (SMU) and University of Pretoria (UP). 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.

- CLOSING DATE** : 11 November 2022
- POST 41/309** : **CLINICAL PSYCHOLOGIST REF NO: TDHS/A/2022/100**
- SALARY** : R713 361 – R784 278 per annum
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Clinical Psychologist. Experience in psychiatry or community mental health will be an added advantage. One-year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa, Registration with the HPCSA, Annual Practice Certificate. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in a possession of a valid South African driver's license.
- DUTIES** : Provide psychological services to adults, adolescents, and children (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric 95 assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the clinics. Render outreach programmes, coordinate and manage provision of psychology services. Research and capacity building responsibilities, including training and/or supervision of community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.
- ENQUIRIES** : Mr. Oupa Nama Tel No: (012) 451 9265
- 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 or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit, 1020. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). 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** : 11 November 2022
- POST 41/310** : **PHARMACIST REF NO: MSD2022/10/01**
Directorate: Pharmaceutical Services
- SALARY** : Grade 1: R703 773 per annum, (all-inclusive package)
Grade 2: R762 291 per annum, (all-inclusive package)

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| <u>CENTRE REQUIREMENTS</u> | <p>Grade 3: R833 523 per annum, (all-inclusive package)</p> <p>Medical Supplies Depot</p> <p>B. Pharm or equivalent qualification. Registration with the South African Pharmacy Council (SAPC) as a pharmacist. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem-solving and monitoring evaluation and risk evaluation skills. One year or more experience in a pharmaceutical warehouse/bulk storage environment will be an added advantage. Must be achievement-driven and self-motivated. Must have a valid Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. Understanding of GWP, Medicines and Related Substances Act, Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Good team-building, and problem-solving skills. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.</p> |
| <u>DUTIES</u> | <p>The warehouse pharmacist is expected to ensure optimal inventory management, and accurate receiving and issuing of pharmaceutical items as required by SAHPRA, SAPC, MSD and GDoH. Ensure proper store performance by developing, implementing and monitoring SOPs. Ensure good equipment and resource management in the warehouse. Ensure and implement GPP in the pharmaceutical stores. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the stores and Transito-In/out. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Help develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacist assistants; assign responsibilities, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Implement the Performance Management and Development system in the assigned stores. Compiling reports for submission to MSD management as required and or on a monthly and quarterly basis.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>Mr S Langa Tel No: (011) 628-9131</p> <p>Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.</p> |
| <u>NOTE</u> | <p>The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Shortlisted candidates might be subjected to a competency assessment.</p> |
| <u>CLOSING DATE</u> | <p>11 November 2022</p> |
| <u>POST 41/311</u> | <p><u>ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHER REF NO: REFS/015377 (X1 POST)</u> Directorate: Clinical Support (Radiography)</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R517 326 – R574 158 per annum, (plus benefits)</p> <p>Chris Hani Baragwanath Academic Hospital (CHBAH)</p> <p>National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of eight (8) years experiences as a</p> |

Diagnostic Radiographer of which five (5) years of the experience must be of Chief Diagnostic Radiographer. Current registration with HPCSA for 2022/2023. Skills/ Knowledge/ Competence: Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES

: Support the Radiographer Manager to meet the objective of the department. Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement, and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation, and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Mr. SJT Khumalo Tel No: (011) 933 8434

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. 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** : 11 November 2022
- POST 41/312** : **ASSISTANT MANAGER NURSING (CETU) & STAFF DEVELOPMENT REF NO: REFS/015366 (X1 POST)**
Directorate: Nursing
- SALARY** : R571 242 – R662 223 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Currently registered with SANC as a Professional nurse. Diploma / Degree in Nursing Education and Nursing Administration / Management registered with South African Nursing Council. A minimum of eight (8) years appropriate / recognizable experience in nursing after registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level (Operational Manager/ CETU Clinical Programme Manager / PND-2). Service certificates compulsory. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Experience in formal teaching environment will be an added advantage. South African Nursing Council Annual Practicing Certificate. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Valid driver's license. Strong leadership, good communication sound interpersonal skills are necessary. Willingness to work under pressure and beyond a call of duty.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Manage the education and training of nurses from the college and the hospital. Overall management of the CETU and Staff Development. Placement of students processes in the institution. Collaborate with the nursing training institutions. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the research processes and analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Resources. Maintain Professional growth / ethical standards and development of self and subordinates.
- ENQUIRIES** : Dr. FF Mafisa Tel No: (012) 529 3575/3873
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form

obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV (only), only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 11 November 2022. Closing time will be 12h00 on the closing date
- POST 41/313** : **CLINICAL PROGRAMME COORDINATOR REF NO: TDHS/A/2022/101 (X1 POST)**
Directorate: Integrated School Health Programme
- SALARY CENTRE** : R450 939 - R588 390 per annum
: Tshwane District Health Services: Integrated School Health Programme (ISHP)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nurse. Current registration with SANC; Computer Literacy; Valid Driver's License.
- DUTIES** : Ensure implementation of Adolescent and Youth Friendly Services (AYFS) in Primary Health Care facilities around the District, to improve service utilisation rate amongst the ages of 10-19 years. Support PHC facilities to establish and implement Youth Zones. Provide training and support to clinicians on AYFS, Youth Zones & ISHP. Support the Monitoring and evaluation of services rendered in Integrated School Health Programme i.e., collecting and validating school health data and reporting thereof. Support and monitor the implementation of HPV, Td, deworming and other campaigns in schools as required by National department of health. Network with all supporting partners implementing youth programmes, provincial departmental and NGOs to maintain a referral service for community members inclusive of community-based services thereby supporting the broader health care provision in the district. Plan, organize and conduct community engagement sessions, health awareness campaigns and events that convey health messages and practices which support the healthy lifestyles package amongst the youth. Provide direct and indirect supervision of all staff under his/her supervision.
- ENQUIRIES APPLICATIONS** : Ms MN Mlangeni Tel No: 012 451 9007
: 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** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). 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** : 11 November 2022

- POST 41/314** : **RADIATION ONCOLOGY RADIOGRAPHER GRADE 1-3 REF NO: SBAH 096/2022**
Directorate: Radiation Oncology
- SALARY** : Grade 1: R401 640 per annum, plus benefits
Grade 2: R473 112 per annum, plus benefits
Grade 3: R557 301 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : B Tech Radiotherapy/ Diploma in Radiotherapy. Registration with HPCSA.
Grade 1: Less than 10-20 years, **Grade 2:** 10 -20 years and **Grade 3** more than 20 years' experience in radiation oncology. Good knowledge of IMRT and Stereotactic radiotherapy. Dedicated to profession and patients. Excellent communication skills. Good interpersonal skills. Empathetic. Excellent patient care. Good team worker. Excellent health record. Grade 2-3 prepared to take responsibility in area of duty. Excellent supervisory and leadership skills. Problem solving skills and initiative are very important.
- DUTIES** : Responsible for accurate delivery of radiation treatment to patients with neoplasms, including brachytherapy. Assist in localization and treatment planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage and organize area of work. Administration duties e.g organization of appointments and statistics. Assist students during clinical work to develop radiography skills. Treat emergency patients after hours. Attend and participate in continuous professional development program. Grade 2-3: PMDS of sub-ordinate. Discipline and conflict management. Assist in the overall management of the department.
- ENQUIRIES** : Ms. P Pillay Tel No: 012 354 2309
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 11 November 2022
- POST 41/315** : **PROFESSIONAL NURSE: PNB1-2 (SPECIALTY NURSING) THEATRE GRADE 1-2 REF NO: UPOHC/PNS/10/2022**
Directorate: Maxillofacial and Oral Surgery
- SALARY** : R388 974 - R588 390 per annum, (plus benefits)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e. Diploma/Degree in (General Nursing, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional. A post basic nursing qualification in operating theatre. A minimum of two (2) years appropriate or recognisable experience in the specialty (Theatre techniques). Recommendations: Computer Literacy. Experience in a dental (Oral health) setting will be an advantage.
- DUTIES** : Provision of optimal holistic specialised nursing care with set standards and within a professional legal framework. Holistic management of patients in the operating theatre. Active multidisciplinary team member. Effective utilisation of human and physical resources. Provision of support to nursing services/ Participate in overall specialized patient care. Demonstrate effective communication skills. Maintain professional growth/ethical standards and Development. Participate in training and research.
- ENQUIRIES** : Sr Buys Tel No: 012 319 2224
- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.Tel No: 012 301 5713. No faxed or email applications will be considered.

- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae (only) with minimum of at least three (3) referees will be considered. Only shortlisted candidates will be required/requested to submit certified copies of their proof of registration with the professional body, qualification and other relevant documents. 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** : 11 November 2022
- POST 41/316** : **ASSISTANT DIRECTOR RISK MANAGEMENT & INTERNAL CONTROL**
REF NO: MSD2022/10/02
Directorate: Risk Management & Internal Control
- SALARY** : R382 245 per annum (Level 09), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : A 3 years National Diploma/BTech or Degree in Risk Management /Accounting /Cost & Management Accounting /Auditing. 3 years of relevant administrative experience in risk management and compliance environment. 3 years at the supervisory level. Experience in Business Continuity. Management and or Internal Audit. Experience in conducting a risk assessment. Experience in report writing and analysis. Valid Driver's License. Skills: Knowledge of Standard Operating Procedures and Practices. Knowledge and understanding of Public Services Regulations, Public Services Act, PFMA, Treasury Regulations and related acts and policies. Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organizing, relationship management, Problem Solving & Analytical skills. Policy development and implementation skills. Ability to work independently and as part of a team. Interpersonal skills. Willingness to work irregular hours. Proficient in MS Office packages.
- DUTIES** : Facilitate risk assessments for each business unit and update risk registers every quarter. Obtain and collate feedback from management on updates to the risk registers and progress (tracker) of action plans. Provide inputs into the Risk Management Framework when required. Implement the approved Risk Management Framework. Facilitate and coordinate all training sessions per the training plan. Assist Deputy Director to develop risk, fraud and prevention strategies. Facilitate Risk training in all business units. Administration around Financial Disclosures. Conduct Fraud Prevention/Ethics training as required by the business units in line with the training plan. Conduct internal control assessment test. Gather all risks related reports, registers and compliance reports. Extract information from risk registers, and other forums reports such as Audit Committee and Gauteng Provincial Treasury (GPT). Prepare monthly/quarterly reports to the Deputy Director Risk Management. Coordinate and facilitate audits both external and internal.
- ENQUIRIES** : Ms L Doorasamy Tel No: (011) 628-9173
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Shortlisted candidates might be subjected to a competency assessment.

CLOSING DATE : 11 November 2022

POST 41/317 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X1 POST)**
Directorate: Supply Chain Management / Procurement Unit

SALARY CENTRE REQUIREMENTS : R382 245 per annum, (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Grade 12 with Diploma/Degree in Logistic Management/Cost Management Accounting or equivalent qualification, minimum of five (5) years' experience in Supply Chain Management or environment of which three (3) years should be on supervisory level (level 7). Post graduate qualification in Logistic/ Cost Management Accounting or relevant qualification may be an added advantage. Valid driver's license. Extensive knowledge of public sector Supply Chain legislations including but not limited to, PFMA, Treasury Regulations, SCM National Treasury Instruction notes, Code of conduct for SCM practitioners, PPPFA, PPR, BBBEE, Tender Act. Labour Relation Act, PSA and PSR, Code of conduct for public servants, OHSA, Basic Condition of Employment Act, Fraud, Prevention and Combating of Corrupt Activities Act. Skills and Expertise: Ability to; interpret and implement acts/legislations, work under strenuous environment, work individually and as a team, work under immense pressure, analyze high volume and complex data, use computer and respective software's, i.e. Excel, Microsoft word, conform with the ethical conducts, achieve targets within short period of time, hastily understand and manage various behavior, to manage high number of personnel. Planning and Organizing, Creative and Innovative, Verbal and Written communication, Report writing, Problem Solving, Leadership, Interpersonal, Conflict Management. System and other Knowledge: SAP, SRM, Webcycle, Standard Chart of Accounts, BAS, Inventory Management System, just in Time ordering, Economic Order Quantity, Perpetual and Periodic Inventory management, FIFO, LIFO, FEFO, Contract Management, Supervision, Performance Management System.

DUTIES : Procurement/Acquisition management, Contract Management, Theoretical and Physical Inventory/Logistic Management, Transiting management, Goods Receipt Management, Asset Management, Internal and External Stakeholder management, Supervision, Employees performance management, Individual performance management, Management of the overall supply chain department, Webcycle Management, Management of payment to suppliers, Development, Implementation and Review of the strategic plan, Operational plan, Monitoring of overall supply chain management performance, Development and regular review of risk management strategy, Development and implementation of audit improvement plan, attending to audit queries.

ENQUIRIES APPLICATIONS : Mr. P A Nengwenani Tel No: (012) 318-6495
: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new amended Z83 form accompanied by a comprehensive curriculum vitae (CV) highlighting or stating the requirements mentioned above. No attachments/proof/certified copies/copies on application, Z83 and CV ONLY). Only shortlisted candidates will be required to submit copies of certified qualifications and ID documents. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.

CLOSING DATE : 11 November 2022

- POST 41/318** : **MIDDLE MANAGER REF NO: CHBAH 587 (X1 POST)**
Directorate: patient affairs (Casualty and Linen Depots)
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 with three years National Diploma/Degree in Public Management / Administration. Ten (10) years Patient Administration experience, of which five (5) years should be at supervisory level 7. Computer Literacy (MS Office). Valid driver's license will be added as an advantage. Experience in health sector will be an added advantage. Skills, Knowledge/Competence: Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills. Good customer skills. Be prepared to report to work on weekends and after hours as need arises. Knowledge and application of the hospital ideal framework. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Management of Patient Affairs units: Accident & Emergency on 24 hours coverage, X-Ray Unit, St John Eye Unit, Medico–Legal Unit (MVA Office) and Linen Depots. Management of Downtime in the unit and compliance as per department guidelines. Strengthen processes by ensuring accurate capturing of patient during registration and admission. Improve revenue collection on classifications of patients. Training the staff continuously on patient administration. Management of Linen Depots in ensuring smooth linen supply to the wards. Conduct annual linen stock count for needs analysis. Safeguarding of patients belonging in Kit room with protocols. Compiling of daily, weekly, and monthly statistics from units as required. Records management of the patients' files and application of innovative disposal of records in PNS (Central Storage) Unit and overall safekeeping of the records. Adherence to PAIA requests within 30 days on RAF requests, medical reports completion and other legal records requests. Comply with the Performance Management and Development System (contracting, quarterly reviews, and final assessment). Conduct meetings with the staff. To be rotated to other units of Patient Affairs. Apply disciplinary measures as and when required.
- ENQUIRIES** : Mr. M.A. Ledwaba Tel No: (011) 933 9278
- 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. 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 out of 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 People with disabilities are encouraged to apply.

CLOSING DATE

: 11 November 2022

POST 41/319

: **MIDDLE MANAGER REF NO: CHBAH 588 (X1 POST)**

Directorate: Patient Affairs (Outpatient & Mortuary)

SALARY

: R382 245 per annum (Level 09), (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 with three years National Diploma/Degree in Public Management /Administration. Ten (10) years Patient Administration experience, of which five (5) years should be at supervisory level 7. Computer Literacy (MS Office). Valid driver's license will be an added advantage. Experience in health sector will be an added advantage. Skills, Knowledge/Competence Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills. Good customer skills. Be prepared to report to work on weekends and afterhours as need arises. Knowledge and application of the hospital core standards. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Management of Patient Affairs units servicing outpatient clinics. Ensure coverage to all clinics with clerical staff. Management of Downtime in the unit and compliance as per department guidelines. Strengthen processes by ensuring accurate capturing of patient during registration and admission. Improve revenue collection on classifications of patients. Training the staff continuously on patient administration. Management of the staff in mortuary and ensure full coverage of the shifts. Management of collection of the corpses from the wards and service points within an hour. Compiling of daily, weekly, and monthly statistics from clinics and mortuary as required. Ensure that the paupers in the hospital are buried with the complying department process. Records management of the patients' files and application of innovative disposal, safekeeping of the records. Adherence to PAIA requests on mortuary records requests and other legal records requests. Comply with the Performance Management and Development System (contracting, quarterly reviews, and final assessment). Conduct meeting with the staff. To be rotated to other units of Patient Affairs Apply disciplinary measures as and when required.

ENQUIRIES

: Mr. M.A. Ledwaba Tel No: (011) 933 9278

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. 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. People with disabilities are encouraged to apply.

- CLOSING DATE** : 11 November 2022
- POST 41/320** : **PHYSIOTHERAPIST REF NO: REFS/015358**
Directorate: Physiotherapy Department
- SALARY CENTRE REQUIREMENTS** : R322 746 per annum, (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate qualification that allows for the required registration with the HPCSA as a Physiotherapist. No experience after registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist in respect of RSA qualified employees who performed Community Services as required in South Africa. One year relevant experience after registration with HPCSA in Physiotherapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- DUTIES** : To provide efficient, effective, and accessible quality patient care in all the wards including Covid ICU wards, Physiotherapy OPD. Supervision of Physiotherapy assistants, Community service and student. Rotate to all units in the Physiotherapy Department & doing outreach within CMJAH cluster. Participate in continuous professional development. To promote and market Physiotherapy service in line with the health awareness calendar. To collaborate with other members of the multidisciplinary team. To produce quality and reliable data, Daily collection of data. Referral of client to the appropriate level of care as per protocol. Compile and submit all data required monthly/quarterly according to standards. To participate in quality assurance audits and research. Willingness to work on weekends and public holidays. Have sound knowledge of public service Acts, regulations, and policies. Be able to communication effectively.
- ENQUIRIES APPLICATIONS** : Mr. Mosiamo Edward Tel No: 011 488 4206
: Applications should be submitted strictly on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae 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 and must contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required

by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

- CLOSING DATE** : 11 November 2022
- POST 41/321** : **ENVIRONMENTAL HEALTH PRACTITIONER REF NO: TDHS/A/2022/102**
- SALARY** : R322 746 - R540 954 per annum
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : Qualification that allows registration with the HPCSA eg: three-year National Diploma/Degree (NQF 6) in Environmental Health. Completed community service as an Environmental Health Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA). A valid driver's license Knowledge and understanding of the scope of profession for Environmental Health Practitioners.
- DUTIES** : Health surveillance of premises, Conduct Health and Hygiene inspections at the Hospital. Monitor and support the implementation of Environmental Health related policies, strategies, and guidelines Liaise with other stakeholders on Environmental Health related issues, support implementation of the National EH norms and standards. Contribute towards the achievement of Malaria Elimination. Monitor the Hazardous Substance Dealers for compliance to the Hazardous Substance Act. Conduct Environmental Health Impact Assessments (EIA's), coordinate EH training programs in the district. Conduct awareness campaigns in accordance with the Environmental Health calendar. Assist with any other EH related activities delegated by the supervisor / manager.
- ENQUIRIES** : Mr. Oupa Nama Tel No: (012) 451 9265
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 or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit, 1020. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 11 November 2022
- POST 41/322** : **SUPPLY CHAIN CLERK: PHARMACY REFS/015367 (X1 POST)**
Directorate: Clinical Support
- SALARY** : R261 372 - R307 890 per annum (Level 07), (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : A minimum of Grade 12 Certificate or equivalent with 3 (Three) years to 5 (Five) years' experience in supply chain. Basic Knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of work procedures in terms of working environment. Knowledge and understanding of legislative framework policies and procedures, PFMA & Treasury regulations, PPPFA, BBBEEE, Supply Chain Management. Good communication, verbal and non-verbal. Ability to work under pressure. Computer literacy is essential. Knowledge of releasing shopping carts on SRM/ SAP Systems.

- DUTIES** : Oversee the unit responsible for the capturing of Requisitions (RLS 01). Ensure the accurate capturing of GRV's (RLS 02) and Expediting of deliveries of ordered goods & services. Supervise, account and be responsible for all procurement activities within Pharmacy. Implement internal control policies and procedures in relation to provisioning, administration manual and SCM prescripts. Manage the performance of all procurement staff members within pharmacy. Implements annual operational plan for the unit. Ensure that all required goods and services are procured in accordance with relevant procurement procedures and prescripts. Ensure daily expediting of the creation of purchase order number from both Gauteng Hospital Processing Centre and Medical supplies depot. Ensure effective maintenance of 0-9 file. Maintain proper, effective, and retrievable document filing system. Ensure that all stock transactions are promptly updated and recorded in relevant cards and files. Ensure that all goods and services are received and issued in line with the relevant procurement procedures and prescripts. Ensure that all goods and services ordered are delivered on due dates and are paid for. Ensure that disposal of expired or damaged stock is done in accordance with the relevant procurement procedure and prescripts. Conduct Stocktaking. Compile monthly report on Stock received from Medical supplier depot, daily clearing of Work cycle transactions and commitment report. Compile and submit monthly reports. Implement Auditor – General recommendations. Communicate with all stakeholders' end-users about the status of their orders. Supervise staff.
- ENQUIRIES APPLICATIONS** : Mr. B Mohale Tel No: (012) 529 3680/ Ms. EK Leshwiti Tel No: (012) 529 351
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check(PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993
- CLOSING DATE** : 11 November 2022. Closing time will be 12h00 on the closing date.
- POST 41/323** : **REGISTRY CLERK SUPERVISOR REF NO: REFS/015365 (X1 POST)**
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** R261 372 - R307 890 per annum, (plus benefits)
Dr George Mukhari Academic Hospital
A minimum Grade 12 certificate or equivalent certificate with 3-5 years' experience in HR records management. Relevant certificates and/or Qualifications in Records Management will be an added advantage. Experience and understanding of records management system, knowledge and understanding of relevant legislations. Computer certificate. Be technological savvy and understand the important HR technologies. Knowledge of the Human Resource Management systems and HR intelligent apps in the public sector. Relevant short courses with certificates obtained from the National School of Government (NSG) will be an added advantage. Microsoft end-user training and relevant upskilling technological trainings will be an added advantage, Knowledge of lean management will be an added advantage. A valid driver's license.
- DUTIES** : Ensure proper file plan. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management services. Supervise the

processing and process for archiving and/ Disposal of records. Supervise Human Resource Registry staff. Apply discipline, allocate and ensure quality of work. Assist with the ordering and control of the department's stationery. Ensure that staff PMDS contracts, Mid-term reviews and final assessments are done timely. Implement new, improved and technological filing systems. Perform other duties as allocated by management.

**ENQUIRIES
APPLICATIONS**

: Mr. IZ Baloyi Tel No: (012) 529 3103
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 11 November 2022. Closing time will be 12h00 on the closing date.

POST 41/324

: **PROFESSIONAL NURSE REF NO: TDHS/A/2022/108 (X1 POST)**
Directorate: Integrated School Health Programme

**SALARY
CENTRE
REQUIREMENTS**

: R260 760 - R492 756 per annum
: Tshwane District Health Services
: R425 qualification i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma in Midwifery and Psychiatry will be an added advantage Minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Valid driver's License and computer literacy is essential. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in different service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Provide preventive and promotive services that address the health needs of school going children. Facilitate referrals to health facilities where school children will be attended comprehensively. Support, involve and ensure sustainable co-ordination for school health community and multi-sectoral teams in improving health in school premises. Assisting and educating schools to reach and be accredited as health promoting schools. Mobilise resources and conduct capacity building for the implementation of the Integrated School Health Policy. Monitor and evaluate school health services rendered i.e., collecting and validating school health data and reporting thereof. Conduct HPV, Td, deworming and other campaigns in schools yearly as required by National department of health. Effective utilisation of human resources, materials and physical resources efficiently and effectively. Provide direct and indirect supervision of all staff under his/her supervision.

**ENQUIRIES
APPLICATIONS**

: Ms MN Mlangeni Tel No: 012 451 9007
: 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** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). 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** : 11 November 2022
- POST 41/325** : **SECRETARY REF NO: SBAH 097/2022**
Directorate: Administration and Logistics
- SALARY** : R176 310 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : An appropriate National Senior Certificate / Grade 12 certificate. 1-2 years' experience as a Secretary/PA. National Certificate in Office Administration / Management or Secretarial Certificate. Computer literacy certificate. Computer literacy certificate in Microsoft office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/ office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to attend to multiple responsibilities. Ability to handle variety of tasks and meet deadlines. Prepared to go an extra mile. Coordinate logistical arrangements for meetings.
- DUTIES** : Provide a secretarial support service. Receive telephone calls and refer to the correct role players. Typing of letters, memos, compile agendas and take minutes during meetings. Deal with classified files and documents. Record appointments and manage the diaries of responsible manager(s). Plan and organize meetings. Ensure office is equipped with necessary needs and stationary. Manage enquiries. Develop and implement an efficient filing system. Overall management of the office administration function.
- ENQUIRIES** : Mr. P.M Motsweni Tel No: 012 354 1141
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 11 November 2022
- POST 41/326** : **SECRETARY REF NO: SBAH 098/2022**
Directorate: Paediatrics and Child Health
- SALARY** : R176 310 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A three year qualification in Administration, Financial management or equivalent and at least 3 years working experience as a Secretary and Data Capture. Able to work with privileged information and patient data. Thorough knowledge and at least 3 years' experience of LabTrack, Tiernet, LabTrack, RedCap and HAST program. Data cleaning and troubleshooting are essential skill required. A thorough knowledge of the use of google forms and sheets is

- a prerequisite. A proficiency test will be conducted for the shortlisted candidates.
- DUTIES** : The successful candidate will be expected to perform all office related tasks. Collection of mortality and mobility statistics and general departmental patient related statistics on a daily basis. The Tier.net and HAST program must be updated related reports must be created on a regular basis.
- ENQUIRIES APPLICATIONS** : Ms. M Mbiza Tel No: 012 354 5276
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 11 November 2022
- POST 41/327** : **ADMINISTRATION CLERK REF NO: CHBAH 589 (X14 POSTS)**
Directorate: Patient Affairs
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05), (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12. Computer Literacy (MS Office). No experience Skills/ Knowledge/ Competence: Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Applicant must be self-motivated. Good customer skills. Applicant must be prepared to rotate, and work shifts which includes weekends and public holidays. Applicant must be prepared to be allocated/rotated to Patient Affairs Department and operate as a reliever to other sections within Patient Administration Department. Knowledge and application of the Ideal Hospital Framework. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Perform administrative tasks in accordance with regulatory framework. Communication with various stakeholders (patients, community, and employees). Registration of patients on SAP HIM and Manual (downtime registration books). Filing of loose clinical script and other documents of patient files. Be prepared to work shifts, allocated and rotated to all Patient Affairs Section (Casualty, Maternity, Mortuary, and others). Compiling of daily, weekly, and monthly statistics. Attending to telephonic and verbal enquiries. Adhere to Ideal Hospital Framework and patients` rights and perform all duties allocated by the supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews, and final assessment).
- ENQUIRIES APPLICATIONS** : Ms. V.S.Ndou Tel No: 011 933 0169
- 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. 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** : 11 November 2022
- POST 41/328** : **ADMINISTRATION CLERK REF NO: TDHS/A/2022/103**
- SALARY** : R176 310 per annum
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : Grade 12 certificate or equivalent. Computer literacy (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self- motivated. Good customer skills and competencies. Knowledge and application of Batho Pele Principles, PFMA, Procedure Manual II and all prescripts that govern Patient Affairs. Must be able to rotate in all sections of Patient Affairs and work shifts, which includes weekend and public holidays.
- DUTIES** : Registration and admission of in and outpatient by completing relevant forms/registers on PAAB system. Updating and controlling file information per visit. Work as a Sub-cashier by collecting Patient's fees. Issuing receipt and accounts to patient either manually or electronically. Be responsible to handle public funds. Handling Patient's valuables and belongings using kit book and TPH60. Processing movements of patients from ward to ward or other Institutions. Discharge and billing of patients. Verifying patient's personal information. Assist SAPS and other stakeholders on the completion of J88. Record keeping and internal correspondence. Collect and deliver X-rays, liaise with all other departments as directed by the Nurse in charge. Liaise with the medical records department regarding sticking labels, changing addresses etc. Compile daily data. Type meeting minutes. File patient's record. Be responsible for the filing of all results in patient's files. General clerical duties designated by the supervisor.
- ENQUIRIES** : Mr. Oupa Nama Tel No: (012) 451 9265
- 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 or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit, 1020. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). 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 : 11 November 2022

POST 41/329 : **STAFF NURSE REF NO: TDHS/A/2022/104**
Directorate: Integrated School Health Programme

SALARY CENTRE REQUIREMENTS : R173 952 - R302 292 per annum
: Tshwane District Health Services
: Grade 12 /Matric with two year qualification that allows registration with SANC as an Enrolled Nurse. Current registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Valid driver's License. Experience as a nurse in Primary Health Care Services will be an added advantage. Good communication skills, basic writing skills. Good interpersonal relationship and listening skills. Ability to relieve in different service areas. Driving skills. Knowledge of nursing care processes and procedures. Good ethical practice and caring attitude.

DUTIES : Ensure quality provision of preventive and promotive services that address the health needs of school going children and Youth. Facilitate referrals to health facilities where school children will be attended comprehensively. Support, involve and ensure sustainable co-ordination for school health community and multi-sectoral teams in improving health in school premises. Collaboration with other programmes and stakeholders to Improve child health. Assist in implementation of HPV Vaccination programme, Td, deworming and other yearly campaigns in schools as required by National department of health.

ENQUIRIES APPLICATIONS : Ms MN Mlangeni Tel No: 012 451 9007
: 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 : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae only. 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 : 11 November 2022

POST 41/330 : **STAFF NURSE REF NO: TDHS/A/2022/105**

SALARY CENTRE REQUIREMENTS : R173 952 – R302 292 per annum
: Bronkhorstspuit Hospital
: Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays.

DUTIES : Measure, interpret and record vital signs. Give health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Mr. Oupa Nama Tel No: (012) 451 9265
: 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 or 01 Barney Hurwitz Avenue,

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| | | Bronkhorstspuit District Hospital, Bronkhorstspuit 1020. No faxed applications will be considered. |
| <u>NOTE</u> | : | Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. |
| <u>CLOSING DATE</u> | : | 11 November 2022 |
| <u>POST 41/331</u> | : | <u>AUXILIARY WORKER REF NO: MSD2022/10/03</u> Directorate: Logistical Support |
| <u>SALARY</u> | : | R147 459 per annum (Level 04), plus benefits |
| <u>CENTRE</u> | : | Medical Supplies Depot |
| <u>REQUIREMENTS</u> | : | A Grade 12 or NQF level 4 certificate. One-year relevant experience in records management as an added advantage. Must have knowledge of file management and filing systems. Must have the ability to sit or stand for long periods. Good communication, planning, organizing and time management skills. Ability to work under pressure and meet tight deadlines. Work independently and as part of a team. Must have a sense of responsibility, great attention to detail and dependability with a respect to confidentiality and policies. |
| <u>DUTIES</u> | : | Responsible for processing and controlling documents delivered and received in Archives. Collection of processed payments and other documents for archiving. File all records in alphabetic or numerical order or according to the MSD filing system. Locate, record and deliver all official documents when requested. Preserve records and manage paperwork effectively. Safekeeping of all official documents. Follow policies and SOPs to safeguard data and information. |
| <u>ENQUIRIES</u> | : | Ms A Schwab Tel No: (011) 628 9154 |
| <u>APPLICATIONS</u> | : | Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book. |
| <u>NOTE</u> | : | The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Shortlisted candidates might be subjected to a competency assessment. |
| <u>CLOSING DATE</u> | : | 11 November 2022 |
| <u>POST 41/332</u> | : | <u>AUXILIARY WORKER REF NO: MSD2022/10/04</u> Directorate: Logistical Support |
| <u>SALARY</u> | : | R147 459 per annum (Level 04), plus benefits |
| <u>CENTRE</u> | : | Medical Supplies Depot |
| <u>REQUIREMENTS</u> | : | A Grade 12 or NQF level 4 certificate. Three years of relevant cleaning experience will be an added advantage. Good interpersonal skills, basic |

- communication and literacy. Ability to multi-task. Knowledge of the usage of cleaning materials and landscaping will be an added advantage.
- DUTIES** : Monitor standards and compliance of work performed by outsourced service providers ensuring a high standard of cleanliness and hygiene throughout the institution. Daily coordination and correct allocation of teams to areas where they are required. Conduct daily inspections of all areas. Implement cleaning programmes and maintain cleaning/gardening control sheets. Report any infrastructural damage/defects to the appropriate person. Maintain and control the use of stock, equipment & consumables. Ensure adherence to time and leave the management of the outsourced service provider. Ensure staff wear all appropriate PPE. Perform cleaning duties as assigned.
- ENQUIRIES APPLICATIONS** : Ms L Beukes Tel No: (011) 628 9053
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Shortlisted candidates might be subjected to a competency assessment.
- CLOSING DATE** : 11 November 2022
- POST 41/333** : **CLEANER REF NO: CHBAH 591 (X2 POSTS)**
Directorate: Logistics (Cleaning)
Directorate: Chris Hani Baragwanath Academic Hospital
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (Level 04), plus benefits
: Chris Hani Baragwanath Academic Hospital
: Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Five to Ten (5-10) years' experience as a Cleaner in a hospital environment. Skills/Knowledge/Competence: Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards/ Ideal Hospital Framework). Knowledge of cleaning procedures and basic knowledge of the health systems. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders, to communicate well with people at different levels, to organize and plan. Ability to act with tact and discretion, be self-motivated and to handle tasks of multidisciplinary nature. Ability to work independently and in a team. Knowledge of Labour Relations processes. Must be prepared to engage in intensive labour practices. High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends, and public holidays. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Supervision of Cleaners by ensuring that all staff is on duty report any absenteeism to the Manager. Ensure that attendance registers are signed. Develop and update the cleaning rosters. Ensure that Cleaners go on training (including in service training). Daily inspections must be done at the Wards and departments to ensure the cleanliness of patient areas are done (e.g., inside wards, offices, corridors, elevators, steps, kitchens, boardrooms, toilets, bathrooms, rest rooms etc.). Ensure that the Cleaners are using the correct colour code equipment and material in the correct area. Refuse bags are replaced and used for the correct type of waste (transparent for general waste and red medical refuse bags) Daily checklists must be signed off in the Ward

and department as well as the toilets and bathrooms every day after inspection was done. Report any problems by phoning the responsible supervisor for example: Non collection of medical and/or general waste or if the outside surrounding is dirty with papers, garden waste etc. Ensure that your subordinate's equipment and cleaning machines are clean and neatly stored after work is done. Broken cleaning machines are taken to the cleaning department for repairs. Cleaning material and chemicals are ordered and issued timeously. Order and issue refuse bags. Ensure that subordinates wear their protective clothing (gloves, mask, goggles, and aprons) at all times. Ensure that janitor trolleys are used and fully equipped with right chemicals, equipment and material. File all completed and signed off daily checklists for evidence during NCS inspections. Disciplinary actions taken (verbal-, first- and final written warning and reporting it to Labour Relations Office, keep record of all warnings). Provide guidance and advice to Cleaners. Evaluate of subordinates (PMDS). Motivate staff and improve staff morale. Implement teamwork.

- ENQUIRIES** : Ms J van Rensburg Tel No: 011 933 8828
- 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. 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** : 11 November 2022
- POST 41/334** : **NURSING ASSISTANT REF NO: TDHS/A/2022/106**
- SALARY** : R134 514 - R151 401 per annum
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : Grade 12/Standard 10. One-year Nursing Auxiliary Certificate that allows registration with the South African nursing council and current registration with South African Nursing Council {SANC} as a nursing Assistant. Good communication skills, basic writing skills, ability to function as part of a team, basic interpersonal skills. Knowledge of Nursing care process and procedures, nursing statutes and other relevant legal framework such as: Nursing act, Scope of practices, Acts and omissions, patients' Rights Charter, Batho-Pele

- Principles, Basic knowledge of Labour Relation Act. Professional Ethical conduct. Knowledge of infection control principles, patient safety, patients experience of care and principles of record keeping.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional Growth /ethical standards and self-development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
- ENQUIRIES** : Mr. Oupa Nama Tel No: (012) 451 9265
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit, 1020. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). 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** : 11 November 2022
- POST 41/335** : **SECURITY GUARD REF NO: CHBAH 590 (X5 POSTS)**
Directorate: Logistics (Security)
- SALARY** : R124 434 per annum (Level 03), plus benefits
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 10 or equivalent with 0-2 years' experience or Grade 12 or equivalent with no experience in a security environment. A PSIRA Grade C registration certificate. Must be PSIRA registered.
- DUTIES** : Protect state property, employees, visitors, and patients in the hospital for 24 hours. Responsible for access control and searching of both vehicles and pedestrians. Conduct hourly patrols and reporting security breaches and defects. Operate and maintain security equipment. Write statements and testify in court. Escort patients, assets, and personnel within and outside the hospital premises. Switch taps and lights on and off in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Management of queues. Assist with the restraining of patients. Responsible for access control, searching of vehicles and persons. Control of traffic on premises. Clamping of incorrectly parked vehicles, provide directions to patients and visitors. Always comply with security dress code. Adhere to all security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills to deal or manage patients, the public and to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information, to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with deferent teams in the unit. Ability to organize, lead and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays and be able to attend to security emergencies.

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| <u>ENQUIRIES APPLICATIONS</u> | : | Should not have a criminal record. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients' Rights Charter and other key priorities impacting on service delivery. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). |
| | : | Mr L.J. Mnisi Tel No: (011) 933-9549 |
| | : | 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. |
| <u>NOTE</u> | : | 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 . 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. |
| <u>CLOSING DATE</u> | : | 11 November 2022 |
| <u>POST 41/336</u> | : | <u>MESSENGER REF NO: CHBAH 592 (X1 POST)</u> Directorate: Logistics (Main Registry) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R104 073 per annum (Level 02), plus benefits Chris Hani Baragwanath Academic Hospital (CHBAH) Adult Education and Training (AET/ABET) level 3 or equivalent (Grade 7). Skills/Knowledge/Competence: Ability to work under pressure. Basic knowledge of legislative framework and processes relating to messaging. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to act with tact and discretion. Ability to organize and plan. Sound verbal and communication skills. Must be self-motivated. Must be prepared to rotate to other units as well as work shifts which include night duty, weekends, and public holidays. Knowledge and application of the Batho Pele Principles. Ability to liaise with liaises with internal and external stakeholders. It is an inherent requirement of the job to be ethical and always maintain confidentiality. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. |
| <u>DUTIES</u> | : | Distribution of internal and external memos, circulars, sorting and delivering of posts. Assist in records and registry functions. Collection of VA2 forms, orders from different offices and submit to Stores department. Exchange books/registers, stationeries from stores. Collection of leave, overtime forms and other documents and submits to leave section (HR). Collecting of |

documents between offices and departments and submit to the various stakeholders. Ensure that the recipient sign on the delivery book or register. Comply with the rotation roster. Adhere to all legal instruction given to you written or verbally by senior member. Adhere to timelines. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

- ENQUIRIES** : Ms N Kubheka Tel No: 011 933 8828
- 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. 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** : 11 November 2022
- POST 41/337** : **PORTER REF NO: CHBAH 593 (X2 POSTS)**
Directorate: Logistics (Portering)
- SALARY** : R104 073 per annum (Level 02), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Adult education and training (AET/ABET) Level 3 or equivalent (Grade 7). Skills/Knowledge/Competence: Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends, and public holidays. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Loading and offloading patients from private cars, and ambulances when the need arises, accompany walking non-walking patients to different clinical areas around the hospital. Collection of corpses around medical casualty, surgical

emergency unit, trauma unit and surgical unit to cool-room in casualty. Making sure that PPE and waste are segregated properly. Collecting of unused equipment's around the hospital and reporting of lost, damaged, or dysfunctional equipment's. Must be prepared to work shifts, which includes night duty, weekends and on Public Holidays, and must be prepared to rotate and operate as a reliever in all sections when requested by supervisor. Cleaning of equipment's always, preparing them for re-use and covering stretchers with clean linen. Daily submission of production sheet to the supervisor. Wearing of nametags for identification is compulsory. Adhere to instructions given by Supervisor to relieve in any department in case of shortage.

**ENQUIRIES
APPLICATIONS**

: Mr L. Rasemethi Tel No: (011) 933 8136
 : 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. 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

: 11 November 2022

POST 41/338

: **CLEANER REF NO: CHBAH 594 (X8 POSTS)**
 Directorate: Logistics (Cleaning)

**SALARY
CENTRE
REQUIREMENTS**

: R104 073 per annum (Level 02), plus benefits
 : Chris Hani Baragwanath Academic Hospital
 : Adult education and training (AET/ABET) Level 3 or equivalent (Grade 7). Skills/Knowledge/Competence: Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of Labour Relations processes, High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work

under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends, and public holidays. Experience in cleaning will be an added advantage. Applicants. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Cleaning of floors (sweep, mop and buffing with cleaning machine). Cleaning of walls, windows, doors, window frames, bathrooms, toilets, dusting etc. cleaning corridors, public toilets, offices, clinics, entrances, stairs, fire escapes, lifts, passages, waiting areas and carpets. Clean body fluids (urine, blood & faeces) and vomit. Removal of general and medical waste. Cleaning bins and flattening of cardboard boxes. Adhere to the Healthcare waste management policy and infection control prescripts. Operate heavy duty cleaning machines. Provide a clean and hygienic environment. Clean outside (surrounding outside the door of the Ward) by sweeping, picking up papers, cigarette stumps and other objects daily. Report broken cleaning machines and equipment to Supervisor. Cleaning of equipment and machines daily after use and store it in a safe secured and lockable area. Wear protective clothing (gloves, mask, goggles and disposal apron) at all times. Completion of daily work activities on cleaning check lists for toilets and Wards/Departments. Comply with the Occupational Health and Safety Act (OHSA). Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES

: Ms J van Rensburg Tel No: 011 933 8756

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. 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

: 11 November 2022

- POST 41/339** : **MEDICAL OFFICER REF NO: TDHS/A/2022/107 (X11 POSTS)**
 Directorate: NHI GP Contracting Tshwane District
- SALARY** : R524.00 per hour
CENTRE : Tshwane District Health Services
REQUIREMENTS : Minimum Qualification: MBChB, Post Community Service, Registration as Independent Practitioner with HPCSA with current proof of registration renewal. BLS mandatory, ACLS/ATLS added advantage. Minimum no of hours required: 5 hours per day, Maximum 8 hours per day, 3 to 5 days per week. Other Skills / Requirements: Knowledge of the District Health Services and Primary Health Care, good clinical accumen and good interpersonal skills. Good communication both verbal and written. A team player.
- DUTIES** : Duties of the GP shall include: Provision of promotive and preventive services as per Primary Health Care package of services taking into consideration the burden of disease of the community being served by the clinic. Use of clinical algorithms as per PC101 Clinical Guidelines for the management of chronic non-communicable diseases and the management of chronic communicable diseases such as HIV, AIDS and TB. Management of other minor ailments. Managing the health of women and children, including reproductive health services. Provision of rehabilitative services such as adherence to referral protocols to all relevant points of service delivery including community-based rehabilitation services, CHC, district hospital and levels above: assessments and recommendations of disability grant applications; provision of essential consumables including spinal packs to persons with disabilities and information to patients, families, caregivers about rehabilitation services. Deliver services as per the service package of the relevant health facility. Give in-service training and support to nurses employed in the health facility. Ensure compliance with the Essential Medicine List (EML). Respond to emergencies. Attend to victims and perpetrators of crimes such as, inter alia, sexual offences, assault, drunken and negligent driving, etc. and any other Clinical Forensic Medical Services required by the South African Police Services (SAPS). Complete documentation, as required by the SAPS in terms of abovementioned Medico Legal matter, including giving testimony in court. Compliance with clinical governance requirements, such as appropriate record keeping and referral. GPs shall be required to attend training and orientation (especially as it relates to new guidelines)
- ENQUIRIES** : Dr SL Phoshoko Tel No: 012 451 9225/ 082 452 3886 Office hours
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** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). 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** : 11 November 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- CLOSING DATE** : 18 November 2022
NOTE : Requirement of applications: Applicants who previously applied, are encouraged to re-apply. No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender,

youth, and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

ERRATUM: Kindly note that the post of Services Level Manager (Gauteng Department of Human Settlements) with Ref No: refs/015295 advertised in Public Service Vacancy Circular 40 dated 21 October 2022, the closing date of the post have been extended to the 11 November 2022

MANAGEMENT ECHELON

| | | |
|----------------------------|---|--|
| <u>POST 41/340</u> | : | <u>DIRECTOR- HOUSING AND ASSET TRANSFERS REF NO: REFS/015297</u> |
| <u>SALARY</u> | : | R1 073 187 per annum, (all-inclusive package) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | Matric plus an undergraduate and a post-graduate qualification in Public Administration or any Para-Legal / equivalent qualification at NQF Level 7. Qualification in conveyancing and/or understanding of conveyancing processes would be an added advantage. SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov . Five (5) years' experience at Middle Management Service level. Knowledge and experience in the disposal of immovable properties. A valid driver's license is a must. Skills and Competencies: Sound knowledge of disposal legislation and policies, understanding and implementation of assets disposal methods and prescripts. Ability to interpret, apply legislation and policy. Communication, presentation, computer, problem solving and decision making, self-management skills. Strategic capacity and leadership, programme and project management, elementary financial management, people management and empowerment, change management, customer orientation and responsiveness. |
| <u>DUTIES</u> | : | Provide strategic guidance on the development and implementation of legislation, policies and strategies on assets disposal aligned to housing frameworks. Represent the department in a strategic advisory role at all assets disposal Governance structures. Oversee the transfer process of properties in order to achieve set targets. Ensure that beneficiary management processes are followed before property transfers. Maintain good relations with municipalities and facilitate for timeous signing of Power of Attorneys by municipalities and private land owners. Oversee housing dispute resolution through mediation and adjudication process and ensure implementation of the resolutions thereafter. Ensure representation of the department in court hearings as and when required. Facilitate for rectification due to wrong registration and/or arising housing disputes. Oversee regularisation of illegal occupants in line with approved policies and prescripts. Management of the business unit. Undertake Human Resources and other related administrative functions. Develop and manage the business plan, operational plan, annual performance plan, procurement plan of the unit and report on progress as required. Ensure that all invoices are checked against work done and signed within specified time. Compile and timeously submit all required administrative |

reports. Compile the Directorate's Risk Register with interventions and management action plan. Timeously respond to audit queries and findings.
Ms K Kunene Tel No: 072 315 9992
Please apply online at <http://professionaljobcentre.gpg.gov.za>

ENQUIRIES
APPLICATIONS

OTHER POSTS

POST 41/341 : **DEPUTY DIRECTOR: PROGRAMME COORDINATOR: URBAN RENEWAL**
PROGRAMME REF NO: REFS/015340
(12 Months Contract)

SALARY
CENTRE
REQUIREMENTS

R744 255 per annum, (all-inclusive package)
Johannesburg
Matric plus an NQF Level 7 or above qualification in Urban Design or Town and Regional Planning. Five (5) years' experience at Junior Management Level in urban design and/or town and regional planning field. Professional registration with SACPLAN will be an added advantage. Possession of a valid driver's license. Competencies: Programme coordination and management, computer –aided applications, report writing, consulting, and professional judgment. Decision making, team leadership, analytical skills, problem solving and analysis are additional requirements. Knowledge of the PFMA; SPLUMA; FIDPM, implementation of urban design and/ or town and regional planning projects technical procedures/methods; relevant legislation and policies; programme implementation processes and computer literacy, planning and organizing skills, training skills and communication skills.

DUTIES

: Coordinate the development and implementation of the Urban Renewal Programme. Ensure effective planning of projects in various URP nodes. Coordination of key stakeholder relationships. Coordinate the alignment and redevelopment plans with Provincial and Municipal delivery plans. Coordinate the development of long and short-term plans for urban renewal projects. Conduct research and benchmarks on the URP policies. Develop URP implementation guidelines, processes and procedures. Manage the coordination of training and workshops on URP processes and procedures. Monitor the implementation and ensure compliance of the URP Norms and Standards. Manage and conduct environment/situational analysis in relation to URP nodes in the province. Coordinate the mapping of projects within the URP nodes. Analyse of the spatial data in relation to URP nodes. Manage and establish the URP stakeholder database. Manage and coordinate workshops with relevant stakeholders on the URP implementation plans. Ensure incorporation of the URP projects in the various Integrated Development Plans. Administer the Human Settlements Development Grant and other funding sources and make recommendations regarding the allocation of funds. Monitor and measure impact of URP. Ensure continuous reporting of the URP for each node. Coordinate the establishment of the various URP forum and lead in community engagements and participation. Collaborate with Provincial Departments and Municipalities on the implementation of the URP. Management of the staff.

ENQUIRIES
APPLICATIONS

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

POST 41/342 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: REFS/015339**
(12 Months Contract)

SALARY
CENTRE
REQUIREMENTS

: R728 829 - R777 771 per annum, (Salary will be in line with the OSD)
: Johannesburg
: Matric plus an NQF Level 7 or above qualification in Civil Engineering coupled with a minimum of 4 years certified construction management experience. Compulsory registration with SACPCMP as a Professional Construction Project Manager. IDMS experience will be an added advantage. Possession of a valid driver's license. Competencies: Programme and project management, project principles and methodologies, research and development, computer –aided engineering applications, technical report writing, technical consulting, and professional judgment. Decision making, team leadership, analytical skills, problem solving and analysis are additional requirements. Knowledge of the PFMA; construction building management; FIDPM, implementation of civil projects technical procedures/methods;

building legislation and policies; project implementation processes and computer literacy, planning and organizing skills, training skills and communication skills.

DUTIES

: Plan, coordinate and monitor the implementation of various projects implemented under the Urban Renewal Programme in the Bekkersdal, Evaton, Kliptown and Winterveld nodes. Programme and Project Management processes applied. Monitoring of PRT's and Contractors to ensure the delivery of quality urban renewal projects within approved budgets. Manage effective working relationships with internal and external stakeholders, Departments, Municipalities, and Communities to facilitate the development and implementation of plans for urban renewal areas. Staff management. Budget control and monitoring – Ensure projects are budgeted for on business plan and compile budget breakdowns and detailed cash flow projections for each project. Implement effective procedures to monitor and evaluate adherence to legislative provisions for National, Provincial, Local and Departmental policies and other relevant legislations.

ENQUIRIES

: Ms M Tshabalala Tel No: 063 691 4046

APPLICATIONS

: Please apply online at <http://professionaljobcentre.gpg.gov.za>