

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26<sup>th</sup> Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 09 December 2022
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

**MANAGEMENT ECHELON**

- POST 45/217** : **CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (TSHWANE REGION) REF NO: HO2022/11/03**  
Branch: Curriculum Management & Delivery  
(5 Years Fixed Term Contract Performance Based)  
Re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY** : R1 308 051 per annum, (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years senior management experience. Proven management skills in education

		management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the Districts organisational structure to address service delivery requirements. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Support, monitor and manage District operations. Consolidate District Reports for the Region as and when required. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the District performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure that information risk management, security and support protocols are implemented and adhered to. Support, Manage and Monitor School governance and training of professional staff, Registration and de – registration of schools and Determination of school norms and standards. Promote internal and external stakeholder relationships. Ensure that policy, systems and procedures to manage performance and discipline effectively are implemented.
<b><u>ENQUIRIES</u></b>	:	Mr. Hector Tsosane Tel No: (011) 843 6533
<b><u>POST 45/218</u></b>	:	<b><u>DIRECTOR: QUALITY ASSURANCE REF NO: HO2022/11/04</u></b> Chief Directorate: Strategic Research, Monitoring and Quality Assurance (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (an all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/B-Tech (NQF Level 7) qualification in Education or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/senior management experience within education management environment. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator 's Act, SASA, PFMA, Labour Relations Act and another relevant legislation. COMPETENCIES: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, Performance Management. Extensive knowledge, skills and competencies of Assessment policy development, mediation and support. People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Oversee coordination of systemic evaluation at Grade 3, 6 and 9 for selected subjects in line with international, National and Provincial quality initiatives of the department with the purpose to establish the health of education system. Manage systems in place to promote quality assurance culture from head office, district and to school level. Coordinate systemic evaluation as prescribed by Department of Basic Education (DBE) for quality improvement initiatives. Manage the development of instruments for conducting systemic evaluation and measure the output thereof. Monitor, evaluate and report quality of education across independent and public schools according to their district. Manage the capturing of data using SITA, SASAMS and AA systems. Oversee and coordinate external whole school evaluation for both Primary and Secondary with the intentions to improve provision of quality education in all schools. Manage development and implementation whole school evaluation (WSE) guidelines and criteria. Consult and represent the department on Quality Improvement Committee with other provincial education at DBE. Provide service delivery oversight. Manage special inquiries into priority

matters as referred by the HOD/MEC. Develop and manage early warnings systems and reporting in the provision education. Develop and report on all findings and recommendations from evaluation programmes with purpose to provide feedback to all stakeholders. Manage the development and implementation of quality assurance policies, procedure and guidelines. Manage the implementation of quality assurance policies and guidelines according to the agreed norms and standard. Report on any discrepancies with regards to quality assurance compliance to all relevant stakeholders. Manage human and physical resources utilization in directorate. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively. Manage financial resources including the allocated budgets.

**ENQUIRIES**

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Ms Ntendeleni Radzilani Tel No: (011) 843 6540

**POST 45/219**

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**DIRECTOR: EDUCATION TRAINING AND QUALITY ASSURANCE REF NO: HO2022/11/05**

Branch: Gauteng City Region Academy  
(5 Years Fixed Term Contract Performance Based)

**SALARY CENTRE REQUIREMENTS**

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R1 105 383 per annum, (an all-inclusive package)  
Head Office, Johannesburg  
An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/Social Sciences/Humanities/Natural Science or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/senior management experience within Research/, Monitoring and Evaluation environment or related environment. A post graduate qualification will be an added advantage. Proven management skills in education management or equivalent. Knowledge of Skills Development Act, SAQA Act, NQF Act, National and Provincial Monitoring and Evaluation policy framework, Research methodologies, Quality Assurance framework. HRD strategies (National and local, NSD Strategies, Research and analysis, Labour Relations Act. Basic Conditions of Employment Act, Human resource Management, Systems application, PAIA and PFMA Act. Competencies: Strategic capability and leadership, Research, Report Writing, Analytical Skills, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

**DUTIES**

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Manage and ensure the development and maintenance of research, monitoring & evaluation frameworks, systems and processes for the Gauteng City Region Academy (GCRA). Research monitoring and evaluation best practices to ensure continuous improvement and innovation of processes and services within Gauteng City Region Academy (GCRA). Manage the establishment of a skills planning approach for the GCR, i.e. GPG and non-government, private sector. Manage and ensure the maintenance of the monitoring and evaluation electronic system. Oversee the work of Service Providers or Consultants contracted to conduct projects. Manage and conduct the research evaluation of learning needs. Manage and conduct an annual training needs analysis. Ensure that the implementation of training projects is in line with training needs and meet agreed quality standards. Ensure monitoring and evaluation of performance of research and training against processes, procedures and activities. Build a database of research, monitoring, and evaluation experts. Promote good internal and external stakeholder relationships. Develop mechanisms to promote continuous engagement with key internal and external stakeholders to ensure a foundation for effective working relationships. Manage the effective, efficient and economical management and utilization of resources allocated to the directorate. Develop an operational plan for the directorate aligned to GCRA's objectives, goals and approved budgets. Provide general supervision requirements and ensure staff is trained. Manage performance of staff within the unit.

**ENQUIRIES**

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Ms Ntendeleni Radzilani Tel No: (011) 843 6540

- POST 45/220** : **DISTRICT DIRECTOR: SEDIBENG WEST REF NO: HO2022/11/06**  
 Chief Directorate: District Operations Management (Westrand and Sedibeng Region)  
 (5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (an all-inclusive package)  
 : Head Office, Johannesburg  
 : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.
- DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.
- ENQUIRIES** : Ms Ntendeleni Radzilani Tel No: (011) 843 6540

**DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: [www.professionaljobcentre.gpg.gov.za](http://www.professionaljobcentre.gpg.gov.za)
- CLOSING DATE** : 09 December 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) and must be completed in full, initialled and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates. Applicants are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

## OTHER POSTS

**POST 45/221** : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: REFS/015567**  
Branch: Information Communication Technology

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all-inclusive package)  
: Johannesburg

**REQUIREMENTS** : Matric/Grade 12 plus a recognized NQF 6 qualification in Business Management or related field. A minimum of 3-5 years' experience in a service-oriented environment. Knowledge and understanding of the function of ICT in the public service, the Public Service Act, the Public Service Regulations and other governing prescripts and policies including the Batho Pele Principles. A general understanding of applications in use in the public service, for example, SAP, PERSAL, BAS, ESS, and any other systems. Very good writing skills.

**DUTIES** : Monitor, track and report on the implementation of service delivery throughout the ICT branch. Implementation of findings and recommendations from audit reports, annual performance plans, operational plans, the departmental strategic plans, performance contracts, performance development plans and timeous responses to requests for information and legislature responses. Ensure there is a tracking grid which is updated daily on the achievement of deliverables. Follow up with managers where such deliverables remain outstanding and address time frames diligently. Identify challenges, areas of improvement and propose interventions. Ensure a sound administrative system with control measures are implemented throughout the ICT branch. Manage and improve partnerships with programme directorates, departments, entities and institutions. Communicate with stakeholders. Address and resolve queries. Convene branch meetings as the secretariat. Maintain a professional demeanor and consult broadly. The ability to analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies, prescribed governance frameworks and prepare presentations as required. Track, monitor and report on the implementation of service delivery targets. A working knowledge of all stakeholders supported by the branch including partnerships with departments and entities. The ability to coordinate and convene branch meetings. An effective communicator representing the branch at various meetings when required. Addressing and resolving problems. Forward and outward thinking enhancing planning within the department. Coordinate and manage projects in the office of the DDG. Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents, and reports; coordinate and organize office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG's office. Report on the performance of the unit against the operational plan, business requirements, and targets. Agree on the training and development needs of the unit. Manage the implementation of compliant performance management. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programmes and projects in charge of in accordance with PFMA. Ms. Nhlanhla Mabuza Tel No: (011) 689 8511

**ENQUIRIES** :

**POST 45/222** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND ORGANISATIONAL DEVELOPMENT REF NO: REFS/015570**  
Branch: Corporate Management

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all-inclusive package)  
: Johannesburg

**REQUIREMENTS** : Matric Certificate plus NQF 6 Qualification in the following field: Human Resource Management/Organisational Development/Operations Management/Business Management or Administration/Management Services/Production Management. Minimum 5 years' extensive experience in Organisational Development (OD) / Human Resource Planning/Work Study; three years must be at Assistant Director Level. Experience should include business process engineering, job description development, work study technique and investigations, job evaluation procedures, systems and methods

- and development of organisational structures. Knowledge of PERSAL Establishment. Proven project management skills, presentation, planning and organising and communication (verbal and written) skills as well as advance computer literacy. Knowledge of OrgPlus would be an added advantage.
- DUTIES** : Manage the execution of the organisational design, job descriptions and job evaluation projects. Manage organisational development process and systems. Provide an advisory service for job evaluation in the Department. Manage the maintenance of the organisational staff establishment. Ensure alignment of post establishment and PERSAL. Manage the provisioning and allocation of posts. Manage and monitor the correct grading of posts. Manage and maintain HR information. Monitor the implementation and maintenance of the job evaluation policies and ensuring compliance. Manage the development of appropriate OD interventions. Facilitate and coordinate the development, implementation and maintenance of HR plan and HR Implementation Reports. Manage development/reviewal of the HR Delegations and monitor implementation. Develop and implement change management methodologies / frameworks. Provide HR Information statistics and reports to line managers. Performance Management of the team.
- ENQUIRIES** : Ms. Nhlanhla Mabuza Tel No: (011) 689 8511
- POST 45/223** : **PRACTIONER DOCUMENT MANAGEMENT CENTRE REF NO: REFS/015571 (X3 POSTS)**  
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum, (plus benefits)  
Johannesburg  
Matric Certificate plus NQF 6 Qualification in Business Management, Public Management/Administration. 1-2 years relevant experience in Document Management/Administration. Computer skills and data capturing skills are required.
- DUTIES** : Receipt, categorize, verification, registration, data capturing, quality assurance and scanning of all inbound mandates received from GPG Departments within the stipulated service level agreements. Categorization of mandates in accordance with mandate type and processing area. Registration of mandates onto Document Management System. Data capturing of metadata in line with mandate requirement. Preparation for scanning purposes. Image capturing of mandates and verification prior to delivery to processing units. Identification of inaccurate routing within document management process for Team Leader intervention.
- ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

#### DEPARTMENT OF HEALTH

**ERRATUM:** Kindly note that the post of Food Service Aid (**for Chris Hani Baragwanath Academic Hospital**) with Ref No: CHBAH 604 (X10 Posts) advertised in the Public Service Vacancy Circular 44 dated 18 November 2022, the reference number has been amended as follows: Ref No: CHBAH 605 (X10 Posts), the closing date is 02 December 2022. We apologise for the inconvenience caused. Kindly note that the post of Administration Clerk Directorate: Finance Department (**For Charlotte Maxeke Johannesburg Academic Hospital**) with Ref No: REFS/015481 advertised in Public Service Vacancy Circular 43 dated 11 November 2022, the Directorate and Notch post have been amended as follows: Directorate: Patient Affairs, Notch: R181 599 per annum, (plus benefits). People who applied are encouraged to re-apply, the closing date has been extended to the 09 December 2022. Kindly note that the following post was advertised in Public Service Vacancy Circular 44 dated 18 November 2022, Operational Manager General: (**Sterkfontein Hospital**) with Ref No: HRM 16/22; the post have been withdrawn.

#### OTHER POSTS

- POST 45/224** : **HEAD CLINICAL UNIT (DENTAL) REF NO: MOHCHCU/01/22**  
Directorate: Oral Medicine and Periodontology
- SALARY CENTRE** : R1 807 380 per annum, (inclusive package)  
Medunsa Oral Health Centre

<b><u>REQUIREMENTS</u></b>	:	Registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Medicine and Periodontology. A minimum of 3 years' appropriate experience as a Dental Specialist in Oral Medicine and Periodontology after registration with the HPCSA. Experience in teaching and training of students at undergraduate and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. A relevant publication in the field would be an added advantage.
<b><u>DUTIES</u></b>	:	To manage and direct the activities of the department including education and training of under- and post-graduate students, service rendering to the institution including referred cases. To conduct and publish research and to supervise others in research. Report to the Head Clinical Department (HCD), Oral Medicine and Periodontology.
<b><u>ENQUIRIES</u></b>	:	Dr GU Mohangi Tel No: +12- 521- 4834
<b><u>APPLICATIONS</u></b>	:	Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.
<b><u>FOR ATTENTION</u></b>	:	Ms Pretty Rangoato
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>POST 45/225</u></b>	:	<b><u>MEDICAL SPECIALIST (FELLOW) REF NO: REFS/015564</u></b> Directorate: Surgery (Surgical Gastroenterology)
<b><u>SALARY</u></b>	:	R1 156 308 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital joint with Faculty of Health Sciences University of the Witwatersrand.
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in General Surgery and/or a sub specialist in General Surgery. Registration with the HPCSA as Medical Specialist in General Surgery. The following will be an added advantage: Experience as a consultant in general surgery in a state hospital. Ability in Minimal Access Surgery, ability to perform diagnostic and therapeutic upper and lower endoscopy, desire to train in the Subspecialty of Surgical Gastroenterology (declaration of interest in Surgical GIT in general, Upper GIT or Hepatobiliary Surgery is crucial).
<b><u>DUTIES</u></b>	:	To fulfil the requirements of training in the sub-specialty of Surgical Gastroenterology as stipulated by the HPCSA. To perform Clinical, Teaching and Research responsibilities as required by an academic surgical unit. Clinical Duties: Clinical history taking, examination and assessment of patients. Requesting and analyzing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of general surgery. Communicate effectively with colleagues and attend theatre meetings. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registers. Formal teaching to post and under-graduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department to improve knowledge and clinical outcome. Active participation in the development of new interests and research is crucial. Ability and willingness to perform after hours duties as per rota provisions. The successful applicant will

be expected to rotate through the Surgical GIT Units at CMJAH, Chris Hani Baragwanath Hospital and Wits Donald Gordon Medical Centre. Medical surveillance is mandatory and the successful candidate will be subjected to employment vetting (i.e. criminal record checks, qualifications verification, etc). Successful completion of the CMSA certificate in gastroenterology examinations.

- ENQUIRIES** : Prof. D Bizos Email: [damon.bizos@wits.ac.za](mailto:damon.bizos@wits.ac.za)
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled 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.
- CLOSING DATE** : 09 December 2022
- POST 45/226** : **MEDICAL SPECIALIST: EAR, NOSE & THROAT GRADE 1-3 REF NO: REFS/015572**  
Directorate: Medical Department
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive remuneration package)  
Grade 2: R1 322 100 per annum, (all-inclusive remuneration package)  
Grade 3: R1 534 356 per annum, (all-inclusive remuneration package)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as ENT Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies



and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

**DUTIES** : Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to ENT department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient ENT outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of Medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.

**ENQUIRIES** : Dr. P Phanzu Tel No: (011) 411 3508  
**APPLICATIONS** : Applications should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)

**NOTE** : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Plus a recently updated comprehensive Curriculum Vitae (CV) only. Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

**CLOSING DATE** : 09 December 2022

**POST 45/227** : **DENTAL SPECIALIST REF NO: MOHCDS/02//22**  
Directorate: Oral Medicine and Periodontology  
(Re-advertisement)

**SALARY** : R1 156 308 per annum  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Medicine and Periodontology. Registration with the HPCSA as a Dental Specialist in Oral Medicine and Periodontology. Appropriate clinical experience as a Specialist in Oral Medicine & Periodontology after registration with HPCSA. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.

**DUTIES** : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with

		regards to teaching and training of both undergraduate and postgraduate students. Service rendering to the institution including referred cases. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Clinical Department.
<b><u>ENQUIRIES</u></b>	:	Dr GU Mohangi Tel No: +27-12-521-4834/5
<b><u>APPLICATIONS</u></b>	:	Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, MOHC Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.
<b><u>FOR ATTENTION</u></b>	:	Ms Pretty Rangoato
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.
<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>POST 45/228</u></b>	:	<b><u>REGISTRAR REF NO: MOHCR01/22 (X2 POSTS)</u></b> Directorate: Orthodontics
<b><u>SALARY</u></b>	:	R858 528 per annum
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Registrar. The candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 2 years' experience as a dentist after completion of community service obligation. Post graduate courses in Anatomy and Physiology or a Masters' degree majoring in orthodontics are requirements. Experience in working in government Clinics, Community Health Centers or District hospitals will be added advantage. Transcripts of results of Primary courses or certificates of master's degree must be submitted when applying.
<b><u>DUTIES</u></b>	:	The Registrar will pursue a course of full-time study over four years of training. Extension of training will only be entertained in exceptional circumstances following submission of a full progress report which will be evaluated by all regulating bodies and approved based on merit. Through the course of the study, the Registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and satellite service clinics and hospitals of the Gauteng Department. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students. The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university. Note Well: Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours as per Hospital and government policy.
<b><u>ENQUIRIES</u></b>	:	Prof Sethusa Tel No: +27-12-521-4853
<b><u>APPLICATIONS</u></b>	:	Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after

closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

- CLOSING DATE** : 09 December 2022
- POST 45/229** : **REGISTRAR (MEDICAL) REF NO: SBAH 103/2022 (X1 POST)**  
Directorate: Neurology
- SALARY** : R858 528 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB, HPCSA valid registration, FCN part one, ACLS, ATLS, Experience in Neurology strongly recommended.
- DUTIES** : Patient care: In and Outpatients with Neurological disorders, including after hours. Assisting in teaching and training programs of the Department. Conducting research as per Department and college requirements.
- ENQUIRIES** : Prof M Kakaza Tel No: 012 354 1082  
**APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, 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** : 09 December 2022
- POST 45/230** : **REGISTRAR (MEDICAL) REF NO: SBAH 104/2022 (X2 POSTS)**  
Directorate: Dermatology
- SALARY** : R858 528 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB, HPCSA valid registration, atleast 2 years post Community Service  
**DUTIES** : All registrar training related activities (clinics, consultations, academic activities including presentations, research) including overtime work.
- ENQUIRIES** : Prof CM Kgokolo Tel No: 012 354 1082  
**APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, 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** : 09 December 2022
- POST 45/231** : **MEDICAL OFFICER REF NO: SBAH 105/2022 (X1 POST)**  
Directorate: Emergency Medicine
- SALARY** : Grade 1: R858 528 per annum, plus benefits  
Grade 2: R981 639 per annum, plus benefits  
Grade 3: R1 139 217 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner.

- DUTIES** : Service delivery in the emergency unit of SBAH. Managing P1 and P2 patients in the emergency unit. Managing of P3 patients in the triage section of unit. Attendance of in services training and M&M meetings. Presenting cases during academic meetings. Training of junior doctors, nurses and medical students. Overtime duties are included and are necessary part of the working hours in the emergency unit.
- ENQUIRIES APPLICATIONS** : Prof A Engelbrecht Tel No: 012 354 2147  
: 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** : 09 December 2022
- POST 45/232** : **MEDICAL OFFICER / REGISTRAR REF NO: WKH/ 27/11/2022**  
Directorate: Psychiatry
- SALARY CENTRE REQUIREMENTS** : R858 528 per annum, all Inclusive  
: Weskoppies Hospital  
: Appropriate qualification that allows registration with HPCSA as an Independent Medical Practitioner. At least 6 months experience in psychiatry clinical services. Be able to registrar as a candidate for MMed Psychiatry at the University of Pretoria (UP) and FC Pysch SA (Colleges of Medicine – SA) (CMSA).
- DUTIES** : The post is a 4 join-appointment as a registrar in psychiatry at the Department of Psychiatry at University of Pretoria and Weskoppies Hospital. The successful candidate must provide clinical services to Mental Health Care Users at Weskoppies Hospital, participate in the department`s academic programmes, research activities and clinical administrative work. Successful candidate will be expected to rotate through all the training units as per the HPCSA, CMSA and the University of Pretoria`s MMed Psychiatry requirements within the 4 years.
- ENQUIRIES APPLICATIONS** : Prof N Khamker Tel No: (012) 319 9811  
: Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies/Attachments/Proof/Certificates/ID/Driver license/Qualifications documents on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment

especially of race, gender and disability. People with disabilities are encouraged to apply.

**CLOSING DATE**

09 December 2022

**POST 45/233**

**DENTIST GRADE 1 (DEVELOPMENTAL) REF NO: MOHCDD/01/22**  
Directorate: Community Dentistry

**SALARY**

R833 340 per annum

**CENTRE**

SMU Oral Health Centre

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as a Dentist. Having worked in a rural setting will be an added advantage. The candidate should also reflect a keen interest in becoming a registrar in the above discipline.

**DUTIES**

During the contracted period, the incumbent will be expected to work with Registrars and Dentists at Service-Learning site. The incumbent will render services and supervise students as part of Service-Learning modules. The incumbent will be expected to demonstrate keen interest in post graduate academic enterprise, including but not limited to: registration of a master's degree, active participation in research, involvement in teaching, learning and community engagement. At the end of the 2 years, the relevant post graduate activities must be completed in order to be well positioned for a registrar's post. Note Well: The contract is performance based and it is reviewed annually. Should a candidate not perform as required in the first year as per contract, the contract will be terminated. The Department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

**ENQUIRIES**

Prof Motloba Tel No: +27-12- 521 -4848

**APPLICATIONS**

Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

**NOTE**

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

**CLOSING DATE**

09 December 2022

**POST 45/234**

**ASSISTANT MANAGER NURSING: SPECIALTY AREA PNB4 (OPERATING THEATRE) (DAY/NIGHT) REF NO: REFS/015573**

Directorate: Nursing Services

**SALARY**

R642 942 per annum, (plus benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

Diploma/Degree in Nursing as accredited with the South African Nursing Council in terms of Government Notice R425 that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Operating Theatre Nursing Science with the duration of at least 1-year as accredited with the SANC in terms of Government Notice No. R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Peri-Operating Nursing. At least 3 years of the period referred to above must appropriate/recognizable experience at management level (Operational Manager). Current registration with the South African Nursing Council (SANC). Diploma/Degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is

<b><u>DUTIES</u></b>	:	recommended. Strong Leadership, computer literacy, good communication and sound interpersonal skills are necessary.
	:	Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Coordination of optimal, holistically specialised nursing care provided within set standards and a professional / legal framework. Effectively manage the utilisation and supervision of resources. Co- ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Participate in the analysis, formulation of nursing guidelines, norms and standards. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Participate in after hours, night supervision shifts and weekends as delegated. Implement relevant recommendations and priorities of the National Strategic plan for Nurse Education, training, and Practice. Participate in realisation of the Hospital Operational Plan. Monitor performance using Performance Management and Development System.
<b><u>ENQUIRIES</u></b>	:	Mrs. L Sibiya Tel No: 011 411 3506
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at the following E-Recruitment portal: – <a href="http://www.professionaljobcenter.gpg.gov.za">http://www.professionaljobcenter.gpg.gov.za</a> . No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Plus a recently updated comprehensive Curriculum Vitae (CV) only. Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>POST 45/235</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR REF NO: CPO/2022/01</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R464 466 – R522 756 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Sebokeng Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma /Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post Basic qualification in Nursing Education registered with SANC. A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing. Computer literacy, supervisory experience and computer literacy will be added advantage.
<b><u>DUTIES</u></b>	:	Provide education and training to different categories of personnel. Planning. Coordination and implementation of training programmes. Implement effective orientation and induction programme for all personnel categories including students. Exercise control over students. Clinical teaching supervision and accompaniment of students. Act as liaison between health establishment and

Nursing Education institutions. Coordinate study leaves for basic/post basic courses for nursing personnel. Support Quality Assurance Programmes. Monitor and evaluate compliance to nursing standards and apply corrective measures. Support the mission and promote the image of the hospital. Attend meetings within the institution and externally with Nursing Education Institutions. Serve as a member of various committees internally and externally. Compile departmental reports.

- ENQUIRIES** : Mr. SJK Sejeng Tel No: (016) 930 3302
- APPLICATIONS** : Applications should be posted to private bag X058 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed Z83 form should be accompanied by a recent updated CV only. No copies of certified copies allowed. Certification should not be more than 6 months old. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 09 December 2022
- POST 45/236** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 PN-B1 (TRAUMA & EMERGENCY) REF NO: PROFNURPNB1/SRH/02/22**  
Directorate: nursing department
- SALARY** : R400 644 per annum, (plus benefits)
- CENTRE** : South Rand Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least One year accredited with SANC in Trauma and Emergency Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.
- DUTIES** : Demonstrate and understanding of nursing legislation and related legal and ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of required speciality. Work as part of a multidisciplinary team to ensure good nursing care. Work as a team leader in the department. Effective communication with patients, supervisors and clinicians. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Willing to work shifts including night duty and over weekends. Knowledgeable in aspects of Ideal Hospital, Complaints Management and management of Serious Adverse Incidents/ Patient Safety Incidents. Willing to attend in service trainings.
- ENQUIRIES** : Mrs E.K Kgomongwe Tel No: 011 681 2008
- APPLICATIONS** : must be hand delivered at South Rand Hospital, Friars Hill Road, Rosettenville, 1<sup>st</sup> Floor application box
- 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](http://www.dpsa.gov.za/documents). The completed and signed Z83 form should be accompanied by a recently updated CV specifying all experiences indicating the respective dates (DD/MM/YY) as well as indicating three references with the following information: name and contact numbers, email address and an indication of the capacity in which the reference is known to the candidate. The relevant reference must be quoted in the application form. Copies of your qualifications and Identity document do not need to be attached or certified upon application. Only shortlisted candidates will be required to submit certified copies of the documents on or before the interview date following communication from HR. Applicants should not submit copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. People with disabilities are encouraged to apply. The Hospital reserves a right to fill or not fill the post. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.
- CLOSING DATE** : 09 December 2022

**POST 45/237** : **ASSISTANT DIRECTOR: RISK AND SECURITY REF NO: HEID/MDR&C/2022/11**  
 Directorate: Risk and Security  
 Applicants who previously applied are encouraged to re-apply.

**SALARY CENTRE REQUIREMENTS** : R393 711 - R475 596 per annum  
 Heidelberg Hospital  
 A relevant bachelor's Degree/Diploma in Risk Management or Security Risk Management. At least (3) years relevant experience at supervisory level in Risk and/or Security Management. Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA). Treasury Regulations, Public Sector Risk Management framework. Public Service Anti-corruption strategy and departmental Anti-corruption measures. Principles of enterprise risk management Governance and accountability. Internal control and assurance. Enterprise Risk Management (ERM) concept. Framework and methodologies. King reports on corporate governance. Knowledge of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Security breaches, Investigations, Private Security Industrial Regulatory Authority (PSIRA), Security awareness program, Occupational Health and Safety Act (OHSA) and Fire Regulations, Good communication (Verbal and written), Interpersonal, computer (MS Office packages), report writing, knowledge of Performance Management System Development, Conflict Resolution Act, Auditing, Disaster and Recovery plan, Departmental policies and procedures, Valid driver's license.

**DUTIES** : Establish and maintain a risk management philosophy and culture within the organization. Liaise with Risk Management of the Department of Health (DOH). Implement the ERM implementation plan. Implement risk management methodologies, models and systems. Facilitate the assessment of identified risks. Facilitate the compilation of operational risk register(s). Facilitate the development of risk response strategies (mitigate plans). Report all relevant matters including, findings risk positions and recommendations to relevant stakeholders. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management and perform the secretariat function. Manage security guard services. Liaise regularly with SSA, SAPS and Implementation of Security Policies Standards. Implement the department security policy and minimum information. Assess and improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Safeguard departmental asset. Maintain records of information security breaches/ incidents. Recommend interventions/ Improvements/ disciplinary measures where appropriate. Compile and provide management reports. Hold meetings with security service providers. Investigate all reported security breaches, incidents and write reports. Reports security breaches to the SSA or SAPS. Monitor the performance of security employees in line with Performance Management Development System (PMDS) Policy. Monitor the performance of the service providers through Service Level Agreements (SLA).

**ENQUIRIES APPLICATIONS** : Dr I. Molatlhegi Tel No: (016) 341 1100  
 Applications can be hand delivered at Heidelberg hospital, Hospital Street, Heidelberg 1441 or posted to Heidelberg hospital, Private Bag X612, Heidelberg, 1438, Physical Address: Corner H.F. Verwoerd and Hospital Streets, 1441 or online application through GPG Job Professional Centre.

**NOTE** : The institution reserves the right not to fill the post. Applicants are not required to submit copies of qualifications and other relevant documents, but must fill a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)), Accompanied by a comprehensive CV only, highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. 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. Applications received after closing date and time will not be considered. Whites, Coloureds and People with disability are encouraged to apply. The candidates will be expected to be available for selection on the date, time, and place determined by the department. Please



note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, compulsory security and reference check.

- CLOSING DATE** : 09 December 2022
- POST 45/238** : **CLINICAL TECHNOLOGIST REF NO: SBAH 106/2022 (X1 POST)**  
Directorate: Neurophysiology
- SALARY** : Grade 1: R332 427 per annum, plus benefits  
Grade 2: R389 754 per annum, plus benefits  
Grade 3: R459 126 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital  
BTech or BHSc Clinical Technology – Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist – Specialized Category Neurophysiology. **Grade 1:** One to ten years relevant experience after registration with the HPCSA as Clinical Technologist Neurophysiology. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of RSA qualifies employees. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Must be able to perform EEGs, neonatal EEGs, polysomnograms, MSLTs, nerve conduction studies and evoked potentials (visual, auditory and somatosensory). Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and results orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students to train students and present lectures.
- DUTIES** : Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit and according to SBAH's protocols i.e Electroencephalography (EEG), Evoked Potentials (Visual, Auditory, and Somatosensory), Nerve Conduction Studies, Polysomnography, Multiple Sleep Latency Test (MSLT) and Neonatal EEG recordings. Monitoring and maintain equipment. Infection control. Stock management. Teaching students. Engage in continuous professional development. Willing to learn and perform new diagnostic procedures. Willing to learn and shadow the intraoperative monitoring of neurosurgery patients.
- ENQUIRIES APPLICATIONS** : Prof M Kakaza Tel No: 012 354 1082  
Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, 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](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted 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** : 09 December 2022
- POST 45/239** : **OCCUPATIONAL THERAPY REF NR: OT/2022/01 (X1 POST)**  
Directorate: Clinical  
Re-Advertisement (People who previously applied are encouraged to re-apply)
- SALARY** : Grade 1: R332 427 per annum
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the HPCSA as Occupational Therapist Registration with the HPCSA One-year relevant experience after registration with the HPCSA as Occupational Therapist. Experience in Vocational Rehabilitation and report writing will be an advantage. The ability to work independently with minimal supervision. Good communication, interpersonal, IT, financial and human resource management skills Ability to work independently and in a multidisciplinary context Analytical thinking, independent decision making and problem-solving skills Ability to work in a team. Knowledge of various physical conditions in (medical, surgical,

- orthopedic, pediatric) and their impact on function and seating (intermediate and advance recommended).
- DUTIES** : Render and manage OT service that complies with standards and work as indicated by all health policies implant sectorial and provincial quality assurance measures. Assessments and treatment of patients with different physical conditions (medical, surgical, pediatrics, orthopedic). Work assessments and writing of reports for clients including completion of SASSA forms. Issuing of Assistive devices. Contribute to resource management. Contribute to training and development. Manage allocated human resource and departmental resources. Clinical Service delivery. Be responsible for any relevant duties of an OT. Participate in continuous professional development.
- ENQUIRIES APPLICATIONS** : Ms. Ndwambi CM: Tel No: 016 930 3360
- NOTE** : Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 09 December 2022
- POST 45/240** : **LABORATORY ASSISTANT REF NO: MOHCLA/01/22**  
Directorate: Dental Laboratory
- SALARY CENTRE REQUIREMENTS** : R128 166 per annum  
Medunsa Oral Health Centre
- DUTIES** : The applicant must have at least Grade 12. At least 2-year experience as a Dental Laboratory Assistant is required.
- Responsible for all plaster work in connection with artificial dentures or dental appliances including orthodontic study models and crown and bridge working models. The flasking and de-flasking of a dental prosthesis or appliances using either plaster or stone plaster. Separating dental flasks and the boiling out of wax contents. Packing of acrylic dentures/appliances. Polishing plastic and metal dentures/appliances. Manufacturing of occlusal rims and special trays. Ensure that the work environment including plaster traps, basins, benches, floors and equipment is cleaned regularly during the day. Work under supervision of a Dental Technician/Technologist.
- ENQUIRIES APPLICATIONS** : Ms Wartington Tel No: +27-12- 521- 5830.
- Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. Before the interviews a bench test will be conducted to ascertain the level of skills of the applicants.

**CLOSING DATE** : 09 December 2022

**OFFICE OF THE PREMIER**

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

**APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, ([www.gautengonline.gov.za](http://www.gautengonline.gov.za))

**CLOSING DATE** : 15 December 2022

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

**MANAGEMENT ECHELON**

**POST 45/241** : **DIRECTOR: SECURITY MANAGEMENT SERVICES & WORK ENVIRONMENT MANAGEMENT REF NO: REFS/015451**  
Branch: Corporate Management

**SALARY CENTRE REQUIREMENTS** : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package)  
Johannesburg

: An appropriate undergraduate qualification (NQF level 7) in Security, Risk and Safety Management and any related fields. Minimum of 5 years' experience in the Middle Management level in the field of Physical Security, Administration, Technical Support, Minimum Information Security Standards (MISS), Communication and Security Investigations, Threat and Risk Assessment, Security vetting within the Government environment. Good Project, Financial and Human Resources Management skills. Planning and organizing skills, Change Management. Excellent co-ordination, communication, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.

**DUTIES** : Manage the Security and Risk Management Directorate. Develop and implement standardised security and risk management policies across the GPG. Ensure safety of executive members and GPG precinct. Uniform implementation of the Guide for members of the executive. Monitor and ensure compliance of security upgrades at private residences of members of the executive. Oversee and improve vetting of SMS members and staff in high risk areas across the GPG. Conduct regular threat and risk assessment. Monitor and evaluate safety and security arrangements for GPG. Convene the Security Managers Forum. Represent the GPG on various security and risk related forums. Compliance with Occupational Health and Safety legislation. Conduct regular internal compliance audits and inspections. Proper security and risk management at strategic events to ensure zero incidents and losses. Identify

risks and threats to the security in the Office of the Premier and vulnerabilities in the office's capacity to counter these and base planning on risk level. Devise all security measures and procedures for the Office of the Premier and across the GPG, based on the security policies and evaluate and improve the effectiveness thereof. Conduct security awareness programmes and monitor the extent of compliance to security policies. Ensure zero security breaches/leakage of sensitive information for investigation and keep record of all incidents. Provide security technical support. Conduct physical security and ensure proper implementation of recommendations, in consultation with relevant authorities. Liaise with the relevant authority on all physical security needs and problems to ensure effective security. Manage human and finance resources of the Directorate.

**ENQUIRIES** : Mr Banele Magubane Tel No: (011) 355 6145

**DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela.***

**CLOSING DATE** : 09 December 2022

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

**OTHER POSTS**

**POST 45/242** : **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: SD/2022/12/01**

**SALARY** : R1 090 224 – R2 068 053 per annum, (within the OSD Framework)

**CENTRE** : Head Office (Johannesburg)

**REQUIREMENTS** : A Degree in Engineering with 6 years appropriate experience after qualification has been obtained. Registration with the South African Council for Engineering Council as a Professional Chief Engineer: Civil/Structural. Valid driver's licence. Computer literacy.

**DUTIES** : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessment and credibility of technical information. Manage adherence to environmental and occupational health and safety aspects. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset

		Management Plan. Make inputs to the Constriction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Manage people.
<b><u>ENQUIRIES</u></b>	:	Ms Thandiwe Mbhense Tel No: 011 355 7703
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Ms Thandiwe Mbhense Tel No: 011 355 7703
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 45/243</u></b>	:	<b><u>SOCIAL WORK MANAGER GRADE 1 REF NO: SD/2022/12/02</u></b> (Duration: 3 Months Contract)
<b><u>SALARY</u></b>	:	R831 015 – R1 150 335 per annum, (within OSD framework), (plus 37% in lieu benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration with the SACSSP. Submission of valid council registration certificate and current registration with the SACSSP. A Valid driver's license. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills.
<b><u>DUTIES</u></b>	:	Develop/facilitate the development and implementation of policies for rendering a social work service on HIV and AIDS social protection including Social and Behaviour Change programmes. To ensure that social work service is delivered by the unit/sub directorate/component and/or through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Ensure Social Services Professionals are trained and developed to be able to deliver work of the required standard. Plan and ensure that social work policy research and development are undertaken and complex social work research plans.
<b><u>ENQUIRIES</u></b>	:	Mr ST Mmakola Tel No: 011 227 0205
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	ST Mmakola Tel No: 011 227 0205
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 45/244</u></b>	:	<b><u>DEPUTY DIRECTOR MONITORING EVALUATION HEAD OFFICE REF NO: SD/2022/12/03</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6 OR 7) in Public Management/Public Administration/Social Science/ Research/ Evaluation Development/ or related qualification. A minimum 3-5 years of experience at Assistant Director in Strategic Management/Organizational Performance Monitoring/Evaluation and Reporting in the Public Service. Knowledge and understanding of legislative Policy framework governing Policy, Programme, Performance monitoring, Programme evaluation and reporting in the Public Service. Knowledge and understanding of Department's Strategic Monitoring and Evaluation processes, systems, and procedures. A valid driver's licence. Knowledge in Evaluation will be an added advantage. Skills and Competencies: Knowledge and understanding of Government Legislations and

- Policies including Policy Framework governing Strategic Planning Monitoring and Evaluation, Knowledge of Programme Implementation including Theory of Change, Valid Driver's Licence, Evaluation Specialist/Skills (As post is for Evaluation Unit), Computer Skills, Analytical skills, Communication Skill and Presentation Capabilities.
- DUTIES** : Develop, manage, and review Departmental Performance Monitoring and Evaluation Framework, tools, and systems. Management of Programme Implementation/ Theory of Change, Facilitate Evaluation of Programme Implementation and Outcomes. Facilitate development of Evaluation Plans, Track implementation of Evaluation Findings. Management of the Directorate. Manage Sub-Directorate's budget and expenditure. Manage the Sub-Directorate's performance. Manage staff performance, development, leave and discipline.
- ENQUIRIES APPLICATIONS** : Mr O Mkhabela Tel No: 011 355 7937  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Mr O Mkhabela Tel No: (011) 355 7937  
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 45/245** : **CLINICAL PSYCHOLOGIST REF NO: SD/2022/12/04**
- SALARY CENTRE REQUIREMENTS** : R745 785 – R1 189 656 per annum, (within the OSD framework)  
: Johannesburg (Head Office)  
: An appropriately recognized Master's Degree in Clinical Psychology. Current registration with the Health Professions Council of South Africa in the category Clinical Psychologist. Psychological assessment, psychological intervention and consultation experience. Knowledge of ethics, systems, procedures and regulations. A valid driver's license. Computer literate. Skills and Competencies: Good Psychological intervention and assessment skills. Good communication and interpersonal skills including building rapport, congruence and meta-communication. Good report writing and problem-solving skills. Working in a team. Good work ethic (Integrity and trustworthiness) Interest in continuing education and development.
- DUTIES** : Provide individual psychotherapeutic services to service users in the Department of Social Development. Provide psychological assessments to service users presenting with difficulties, including understanding of the individual, their families and other contextual factors. Collaborate with other professionals. Provide group psycho-educational programmes to service users in the center. Professional development and administrative duties.
- ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7678  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Mr Z Jaca Tel No: (011) 355 7678  
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 45/246** : **ASSISTANT DIRECTOR: EPWP (EXPANDED PUBLIC WORKS PROGRAMME) REF NO: SD/2022/12/05**  
(Duration: 3 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus 37% in lieu benefits)  
: Head Office (Johannesburg)  
: An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Science with 3 – 5 years' experience at supervisory level in the Community Partnership/Development environment in the Public Sector. A valid driver's license. Knowledge and understanding of Departmental Regional Services and Institutions programmes, priorities, commitments, policies, procedures and processes. Knowledge of Department's strategic priorities and service delivery. Knowledge and understanding of PFMA, Policy on Financial rewards and other policy and legislative frameworks in the public sector. Knowledge and understanding Departmental treasury regulations. Skills and Competencies: Strategic management skills, Communication and Report writing, Presentation, Negotiation, Conflict Resolution, Problem solving,

<b><u>DUTIES</u></b>	: Planning and organizing, Project and Programme management, Monitoring and Evaluation skills.
	: Manage the monitoring and evaluation component of the expanded public works programme within the Department and the Gauteng province Social Sector departments and municipalities. Facilitate expanded public works programmes. Ensure the effective provincial monitoring and implementation of EPWP, within the Social Sector in accordance with policies and legislative mandates. Represent the department and the Social Sector in the National and Provincial meetings on EPWP. Developing an operational plan for monitoring and evaluation reporting. Supervision and mentoring of EPWP staff members in the unit and regional coordinators. Identify social sector coordination and implementation gaps and make recommendations thereof. Development and facilitation of writing of provincial policy formulations and guidelines for the programme. Development of provincial Social Sector plan in line with the national legislation and regulations. Ensure the implementation and coordination of the Expanded Public Works Programme in the province and participate in the Social Sector. Facilitate linkages of Departmental programmes by providing support to all EPWP stakeholders relations, including civil society. Provide support to participating expansion programmes within the department with regards to programme. Ensure that partnerships and stakeholder relations are done in accordance with national mandates. Monitoring intra and inter departmental collaboration initiatives. Facilitate the compliance with Expanded Public Works Programme. Participating in site visits and case audits for monitoring purposes. Preparing departmental and sector EPWP reports to ensure compliance with regards to EPWP reporting. Providing support to social sector public bodies with regards to programme. Facilitate the monitoring and evaluation of the social sector Expanded Public Works Programme. Management of EPWP monitoring and Evaluation systems for Social Development and the Social Sector.
<b><u>ENQUIRIES</u></b>	: Mr ST Mmakola Tel No: 011 227 0205
<b><u>APPLICATIONS</u></b>	: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	: ST Mmakola Tel No: 011 227 0205
<b><u>NOTE</u></b>	: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 45/247</u></b>	: <b><u>SOCIAL WORK POLICY DEVELOPER REF NO: SD/2022/12/06</u></b> (Duration: 3 Months Contract)
<b><u>SALARY</u></b>	: R380 337 – R607 593 per annum, (within the OSD Framework), (plus 37% in lieu benefits)
<b><u>CENTRE</u></b>	: Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	: Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Submission of valid council registration certificate and current registration with the SACSSP. A Valid driver's license. Skills and Competencies: Project Management, Planning and organizing; Networking, Communication (written and verbal); Professional counselling; Policy Analysis and development; Financial management; Presentation; Monitoring and evaluation, Ability to compile complex reports.
<b><u>DUTIES</u></b>	: Develop, implement, and maintain social work policies for the HIV and AIDS Social Protection including the Social and Behaviour Change programmes: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional

	:	development activities as prescribed. Research and development. Perform the administrative functions required in the unit.
<b><u>ENQUIRIES</u></b>	:	Mr ST Mmakola Tel No: 011 227 0205
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	ST Mmakola Tel No: 011 227 0205
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 45/248</u></b>	:	<b><u>OCCUPATIONAL THERAPIST REF NO: SD/2022/12/07</u></b>
<b><u>SALARY</u></b>	:	R332 427 – R 557 184 per annum, (within the OSD framework)
<b><u>CENTRE</u></b>	:	Johannesburg (Head Office)
<b><u>REQUIREMENTS</u></b>	:	Degree in Occupational Therapy. Knowledge of legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Proof of current registration with Health Professions Council of South Africa (HPCSA). Skills and Competences: Problem identification skills, Therapy design and intervention. Rehabilitative, Monitoring, assessment and Reporting skills. Ability to perceive physiological dysfunction. Sharp sense of consideration. Must be sensitive and creative. Problem identification, therapy design and intervention, rehabilitation, monitoring, assessment and reporting skills. Ability to perceive physiological dysfunction, creativity, sensitivity and sharp sense of consideration.
<b><u>DUTIES</u></b>	:	Conduct occupational therapy assessments. Determine the level of functional independence of beneficiaries, the ability to perceive, desire, recall, plan and carry out routine tasks for self-maintenance, leisure and rest in response to environmental demands. Design Occupational Therapy interventions and decide on intervention for improving visual acuity and ability to discern patterns. Design and decide on cognitive behavioural, acceptance and commitment therapy. Implement early intervention therapy services to infants and toddlers who are at risk of developmental delays. Manage rehabilitation programmes. Participate in the multi-disciplinary team.
<b><u>ENQUIRIES</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
<b><u>FOR ATTENTION</u></b>	:	Mr Z Jaca Tel No: (011) 355 7678
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 45/249</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: EPWP (EXPANDED PUBLIC WORKS PROGRAMME) REF NO: SD/2022/12/08 (X5 POSTS)</u></b> Duration: 3 Months Contract
<b><u>SALARY</u></b>	:	R331 188 per annum, (plus 37% in lieu benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Science with 2 – 3 years' experience at supervisory level in the Community Partnership/Development environment in the Public Sector. A valid driver's license. Knowledge and understanding of Departmental Regional Services and Institutions programmes, priorities, commitments, policies, procedures and processes. Knowledge of Department's strategic priorities and service delivery model. Knowledge and understanding of PFMA, Policy on Financial rewards and other policy and legislative frameworks in the public sector service. Knowledge and understanding Departmental treasury regulations. Knowledge of Departmental Policy Framework. Skills and Competencies: Strategic management skills, Communication and Report writing, Presentation, Negotiation, Conflict Resolution, Problem solving, Planning and organizing, Project management, Monitoring and Evaluation skills.
<b><u>DUTIES</u></b>	:	Overseeing EPWP basic Accounting System and prepare RLS requests. Manage the monthly operational budget for GDSD EPWP. Consolidate EPWP Monthly and Quarterly Social Sector Reports. Attend to EPWP Social Sector logistical preparations for trainings, workshops, meetings and compiling



records of such. Represent the Social Sector meetings on EPWP. Participate in EPWP Social Sector Onsite visits for monitoring purposes. Assist with POA reporting template for EPWP programmes with performance reporting templates for Monitoring & Evaluation and data verification for the EPWP. Provide support to provincial departments/public bodies and municipalities within the EPWP Social Sector. Provide support to Expansion programmes with regards to SLA's and compliance. Provide administrative support for the profiling of EPWP beneficiaries. Keep and update EPWP information including files as well as beneficiaries and stakeholder's database. View and monitor progress on the EPWP Reporting System. Facilitate reporting of grant funded projects in EPWP Reporting System. Assist with compliance of EPWP Social Sector Incentive Grant. Submission of EPWP Social Sector Incentive Grant quarterly evaluation reports.

- ENQUIRIES** :
- APPLICATIONS** :
- Mr ST Mmakola Tel No: 011 227 0205
- Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION** :
- NOTE** :
- ST Mmakola Tel No: 011 227 0205
- NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 45/250** :
- SOCIAL WORKER GRADE 1 REF NO: SD/2022/12/09 (X13 POSTS)**  
Duration: 3 Months Contract
- SALARY** :
- R269 301 – R609 593 per annum, (within the OSD framework), (plus 37% in lieu benefits)
- CENTRE** :
- REQUIREMENTS** :
- Head Office (Johannesburg)
- Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** :
- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. . Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information

on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

**ENQUIRIES**

: Mr ST Mmakola Tel No: 011 227 0205

**APPLICATIONS**

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

**FOR ATTENTION**

: ST Mmakola Tel No: 011 227 0205

**NOTE**

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